



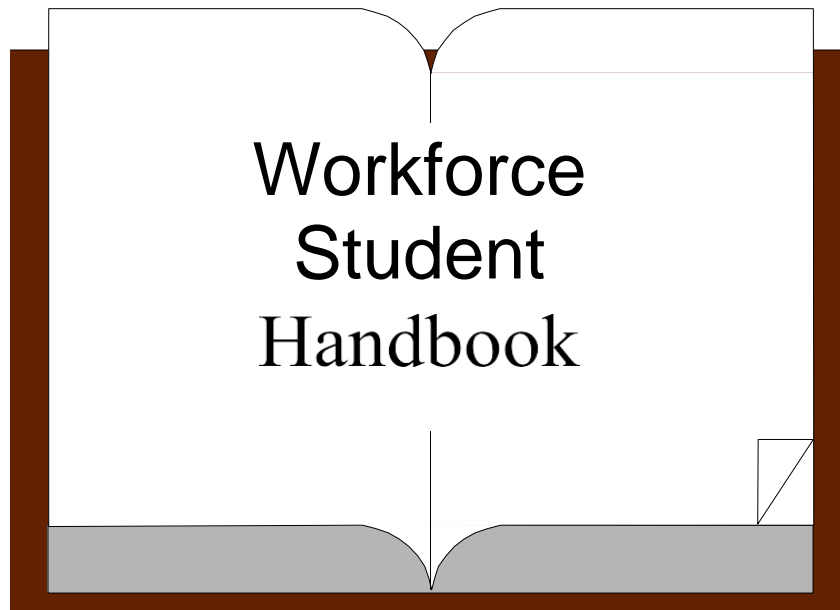
**RUTGERS**

School of Business | Camden

***Workforce  
Development  
Program***

**Rutgers, The State  
University of New  
Jersey  
227 Penn Street  
Camden, NJ 08102  
856-225-6685**

[execed@camden.rutgers.edu](mailto:execed@camden.rutgers.edu)



<http://execed.rutgers.edu/approved-programs-for-unemployed/>

Rutgers School of Business-Camden  
Executive Education  
Date issued: June 2021

Contents

Section 1: Rutgers School of Business – Camden Staff -Workforce .....3

Section 2: Office Operating Hours and Schedule .....4

Section 3: Application for Workforce Training Grant .....6

Section 4: Accepted/Grant Approved.....7

Section 5: Getting Started with your Learning Program .....8

Section 6: Academic Integrity Statement .....9

Section 7: Completion and Reporting Requirements .....10

Section 8: Certificate of Completion .....11

Section 9: Job Placement .....12

Section 10: Grievance/Complaint .....13

Section 11: Cancellation/Refund Policy from Program (retail and workforce) .....14

## **Section 1: Rutgers School of Business – Camden Staff -Workforce**

Coordinator: Joanne Stevenson

[jmsteven@camden.rutgers.edu](mailto:jmsteven@camden.rutgers.edu)  
856-225-6685

2<sup>nd</sup> Level Support: Jonathan  
Lane Assistant Director

[jonlane@camden.rutgers.edu](mailto:jonlane@camden.rutgers.edu)  
856-225-6302

General Telephone and Mailbox

[execed@camden.rutgers.edu](mailto:execed@camden.rutgers.edu)  
856-225-6685

### **Rutgers School of Business – Programs Offered**

Professional Certificate in Budget Accounting & Financial Management

Professional Certificate Human Resources Management Essentials  
Professional Certificate in Human Resources Management

Professional Certificate in IT Management

Professional Certificate in Lean & Six Sigma Green Belt (online)

Professional Certificate in Project Management

Numerous instructors/facilitators who are seasoned business leaders and subject matter experts, as well as faculty from the School of Business, provide advising and coaching.

## Section 2: Office Operating Hours and Schedule

The campus office is open from 8:30am to 4:30pm eastern standard time Monday - Friday. Offices are closed Saturday and Sunday and Holiday Schedule (please see below).

Holiday Schedule: The office is closed and staff will not be available to assist students.

<b><u>HOLIDAY</u></b>	<b><u>DATE</u></b>
New Year's Day	Tuesday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 7, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Thanksgiving Day	Thursday, November 24, 2022
Day after Thanksgiving	Friday, November 25, 2022
Christmas Day	Friday, December 24, 2022
Holiday Schedule	Monday, December 27, 2022
Holiday Schedule	Tuesday, December 28, 2022
Holiday Schedule	Wednesday, December 29, 2022
Holiday Schedule	Thursday, December 30, 2022
Holiday Schedule	Friday, December 31, 2022

<b><u>HOLIDAY</u></b>	<b><u>DATE</u></b>
New Year's Day	Wednesday, January 1, 2020
Martin Luther King, Jr. Day	Monday, January 20, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day after Thanksgiving	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020
Holiday Schedule	Monday, December 28, 2020
Holiday Schedule	Tuesday, December 29, 2020
Holiday Schedule	Wednesday, December 30, 2020
Holiday Schedule	Thursday, December 31, 2020

Rutgers School of Business-Camden  
Executive Education  
Date issued: June 2021

## Section 3: Application for Workforce Training Grant

### Rutgers Recommended: Five Steps to follow when applying for Workforce Grants

1. Contact your local NJ One Stop Career Center as soon as possible to determine your eligibility and to begin the process to apply for a Workforce Grant. Although these programs do not qualify for the NJ Tuition Waiver, they are eligible for WDP, WIA, ARRA, TRA, DVR and similar funding. Note a few programs are not eligible for “WIA” grants.
2. See the individual listings on the <http://www.njtrainingsystems.org> website.
3. Review [the eligible programs listed here](#). Please contact us with your questions to get more detailed information about the program(s) that interest you.
4. Once you have been instructed to prepare for a one-on-one meeting with your One-Stop employment counselor, please complete <https://execed.rutgers.edu/one-stop-registration/>
5. When your training grant has been approved by your One-Stop employment counselor, we will send a *Letter of Acceptance*.
6. Upon receipt of your *Letter of Acceptance*, your One-Stop employment counselor will provide us with a contract for your training. Once we receive the contract, the registration process begins.

**Coming to see us in person?** You may be required to come in person to our office by your One-Stop or may prefer to exchange paperwork in person. We welcome meeting you.

**PLEASE NOTE: *make sure to contact our office before coming to make sure that someone qualified to sign off on paperwork or discuss programs with you, will be available.*** Call: (856) 225-2787 or (856) 225-6685) or email us at [execed@camden.rutgers.edu](mailto:execed@camden.rutgers.edu).

### One-Stop Career Centers

New Jersey’s One-Stop Career Centers are staffed with qualified professionals to assist you in assessing your skills, obtaining employment, and offering training programs. For more information on your eligibility for training grant funding from NJ Employment and Training, please contact your local One-Stop Career Center.

Rutgers School of Business-Camden  
Executive Education  
Date issued: June 2021

## **Section 4: Accepted/Grant Approved**

“Grant approved” means a contract has been issued by the One Stop to you. Please carefully read the contract. Pay attention to the details. All contracts have a start, end date and number of hours you are REQUIRED to work on the program weekly.

Start Date

End Date

Number of required hours per week

## **Section 5: Getting Started with your Learning Program**

This will take place on the Start Date noted in your contract and Letter of Acceptance. Students will also be contacted by the Rutgers Coordinator to explain the program and expectations for completion. Your Coordinator will be available to discuss and answer any questions as you start on your online program.

From Rutgers on the first day you will receive an email. This email will contain:

- log into the Learning Management System (Canvas)
- log into the eLearning platform.
- name of program instructor-advisor
- first day sign-in sheet (required by One Stops)

Incoming students should seek advice from their advisors via both email and phone within the first week of their Workforce Program. The student and advisor will discuss a schedule of courses for study that is appropriate for achieving the student's professional and career goals and is in accordance with the policies of Workforce Development Office.

### **System Availability**

If taking an online program, the CANVAS learning management system is available 24/7 unless maintenance is scheduled. A notification is sent to all Canvas users well in advance of the shutdown.

Skillsoft (e-learning) is available 24/7 EXCEPT every Sunday from 1:00pm – 3:00pm eastern standard time for maintenance.



## Section 6: Academic Integrity Statement

Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

– *The Rutgers University Academic Integrity Policy*

## **Section 7: Completion and Reporting Requirements**

**It is the student's responsibility to meet all deadlines, including those for course progress, time tracking, and assignment completion for certificate of completion.**

**This includes:**

Skillport online courses must be all completed; all core and electives.

All written assignments must be completed.

All time sheets must be submitted with your signature and signed by the Rutgers coordinator.

CareerMinds must be completed.

## **Section 8: Certificate of Completion**

When your advisor notifies the office of that you have fully completed all of the program requirements the certificate will be created and mailed to your home address.

Rutgers School of Business-Camden  
Executive Education  
Date issued: June 2021

## **Section 9: Job Placement**

Once you have obtained employment our office must be notified as it is part of your contract with New Jersey One Stop Office that you have gained employment.

## **Section 10: Grievance/Complaint**

<https://execed.rutgers.edu/grievance-complaint/>

Rutgers School of Business-Camden  
Executive Education  
Date issued: June 2021

## **Section 11: Cancellation/Refund Policy from Program (retail and workforce)**

After registration\*\* and more than 14 business days before start date\*\*\*: 90% refund  
7-14 business days before start date: 75% refund  
Fewer than 7 days before start date: 50% refund  
On or after the start date: 0% refund

### *Notes:*

*\* The effective date of a cancellation request will be the Rutgers business day on which it is received or the next business day if received on a weekend or holiday. Cancellation requests must be sent*

*Via E-Mail or*

*Via US Mail*