

# INTERNSHIP MEMORANDUM OF UNDERSTANDING

# UNL CAREER SERVICES

Student Name: \_\_\_\_\_ NU ID: \_\_\_\_\_

Major(s): \_\_\_\_\_ Class Standing: \_\_\_\_\_

Employing Organization: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor E-mail: \_\_\_\_\_

Internship Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Pay Rate/Hour: \_\_\_\_\_

Academic Credit:  yes  no Department: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Student Learning Objectives:

Student's Major Responsibilities:

Orientation/Training:

### Student Agrees to:

- Comply with organization's policies and procedures.
- Maintain student status at UNL for the duration of the internship.
- Update and resubmit this form if significant changes in responsibilities or learning objectives are made.

### Employer Agrees to:

- Provide student the training and resources needed to carry out responsibilities successfully.
- Provide feedback and discuss performance evaluation with the student.

UNL Career Services is available to provide support to both student and employer.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Employers: Submit a copy to UNL Payroll, 401 ADMS 0436 and to Career Services 230 NE Union 0451



Career Services | 230 Nebraska Union | PO Box 880451 | Lincoln, NE 68588-0451  
(402) 472-3145 | (402) 472-3552 FAX | [www.unl.edu/careers](http://www.unl.edu/careers)

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