



## **Micro-Internship & Mentoring Program – Student Expectations**

**University Career Services (UCS)**

**University of Nebraska-Lincoln**

Participating in the Micro-Internship & Mentoring Program requires students to:

- Must be in good standing with the University in terms of academics and conduct.
- Maintain their undergraduate status through the term in which they are working.
- Complete up to 15 hours/week depending on internship requirements, entering them into the payroll system weekly by Friday.
- Learn and abide by the internship organization's employment policies, procedures, dress code, privacy or confidentiality agreements, and standards of conduct.
- Set a schedule in collaboration with your supervisor and adhere to the schedule as planned, notifying your supervisor about any exceptions in advance or communicating unexpected exceptions to your supervisor as soon as possible.
- Learn the responsibilities, goals, and expectations specific to your role and perform them to the best of your ability.
- Communicate questions, concerns, or need for clarification related to your role and/or the organization to your supervisor in a timely manner.
- Report any incidents of harassment, discrimination, or misconduct to University Career Services as soon as possible.
- Reply to all UCS communications within 1 business days.
- Submit a weekly internship reflection (LINK) through the website.
- Upon ending the internship, complete a survey about the Micro-Internship & Mentoring Program and your experience.
- Share your experience through an interview which may be used on UCS and/or UNL social media if requested.
- Represent yourself and the University with a positive attitude and strong work ethic.

### Separation

- Nebraska is an At-Will employment state. Therefore, both parties have the right to terminate the internship, with or without reason, by providing 5 working days written notice to the other party.