



Summer Internship Program – Student Expectations
University Career Services (UCS)
University of Nebraska-Lincoln

Participating in the Summer Internship requires students to:

- Work 20-25 hours/week in the internship between May 13 and August 9, 2023.
- Register for and thoughtfully complete EDPS 496, Field Experience, a one credit hour course for which you will not be responsible for the related tuition.
- 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 or meet 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 at the internship site as soon as possible following the process described below.
- Reply to all UCS communications within 2 business days.
- 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.
- 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.