



**Micro-Internship & Mentoring Program**  
**Employer Memorandum of Understanding**  
**University Career Services (UCS)**  
**University of Nebraska-Lincoln**

**Organization Information**

Organization: \_\_\_\_\_  
Organization Website: \_\_\_\_\_  
Address: \_\_\_\_\_  
Primary Contact (first and last name): \_\_\_\_\_  
Primary Contact Title: \_\_\_\_\_  
Primary Contact Work Site Email Address: \_\_\_\_\_  
Primary Contact Phone: \_\_\_\_\_

**Requirements of Organization**

By signing this Memorandum, you as a representative of the organization agree the following will be true of the internship:

- The experience will be in-person (minimum of 75%) working directly with a supervisor who prioritizes mentorship and supports the Intern's learning goals and development.
- An orientation to the organization, their position and other relevant information will be provided to the Intern.
- The supervisor will work with the intern to create a schedule, sign it, and send it to UCS.
- The Intern will meet with their supervisor at least once a week.
- The Intern will be able to ask questions and gain guidance on responsibilities and organization procedures and practices.
- Constructive professional feedback will be given to the Intern throughout the experience and through mid-term and final evaluations.
- Training and on-going support necessary for success will be provided to the Intern.
- The Intern will be given specific, tangible, projects and responsibilities which contribute to the organization's mission.
- The Intern will have opportunities to interact with and learn from others in the organization primarily in-person.
- The organization will not give the Intern compensation in addition to the amount the Intern will receive from UCS.

- The internship takes place in a non-residential space which may include designated office space, shared workspace, or a separate, designated office space with a dedicated entrance.
- The Intern will not replace a full-time employee.
- The organization will complete an assessment of the program to provide constructive feedback to coordinators.
- Should an issue arise during the Micro-Internship, there must be a meeting held between the employer, the intern, and a member of the UCS team to mediate the situation prior to terminating the Micro-Internship
- The Intern will complete a project of 40-165 total hours during one of the following terms:
  - Fall, September 30 - December 13, 2024
  - Spring, February 24 - May 2, 2025

Additionally, the organization will observe the following:

The Intern will work in a safe, respectful, and professional environment which is free of any form of harassment, intimidation, or discrimination based on gender, race, age, national/ethnic origin, religion, sexual orientation, or disability. Behaviors that may constitute sexual harassment include (but are not limited to) the following:

- Subtle pressure for sexual activity
- Unnecessary brushes or touches
- Offensive sexual graffiti
- Disparaging remarks about one's gender
- Physical aggression such as pinching and patting
- Sexual innuendos or persistent use of sexually suggestive language which another person finds offensive, demeaning or otherwise inappropriate
- Verbal sexual abuse disguised as humor
- Obscene gestures
- Sexist remarks about a person's clothing, body, or sexual activities
- Conditioning an educational or employment decision or benefit on submission to sexual conduct

### **Procedures Regarding Student or Organization Allegations**

UCS encourages students to inform themselves of the sexual harassment policy of the internship site and to follow it. UCS asks students to report any incident of harassment or discrimination as soon as possible, allowing both the University and the internship site the opportunity to respond promptly. Students have the right to expect professional conduct from everyone at work, including supervisors, peers, and subordinates. Employers have the responsibility to treat Interns with respect in a professional manner. Students with concerns regarding harassment, discrimination, workplace treatment and/or culture, or other aspects of the internship are asked to inform UCS of any such concerns as soon as possible so appropriate action may be taken. Students will be given access and a process to report such an incident.

If an Intern contacts UCS reporting any form of harassment, discrimination, or treatment outside of the parameters described herein at their internship site, a member of the UCS staff will facilitate appropriate interventions with the participating organization and supervisor as soon as possible. All interactions during the intervention will be documented by UCS staff. These interventions may include:

- A UCS staff member providing guidance to the Intern on how to confront the individual(s) harassing them.
- UCS contacting University of Nebraska-Lincoln legal counsel for assistance in facilitating the intervention(s).
- UCS arranging a formal meeting with the site supervisor to present the allegations reported by the Intern. This meeting may or may not include the Intern. The Intern will determine the level of involvement they wish to have in any face-to-face component of the intervention(s).
- Removal of the Intern from their internship site.
- Removal of the site and/or perpetrator as an approved internship partner.

UCS asks internship site supervisors to report any incident of harassment or misconduct by the Intern towards supervisors, co-workers, or clients as soon as possible so appropriate action may be taken. If a site supervisor contacts UCS reporting any such harassment or misconduct a UCS staff member will facilitate appropriate interventions with the Intern, supervisor, and organization as soon as possible. All interactions during the intervention will be documented by UCS. These interventions may include:

- UCS staff providing guidance to the supervisor on how to confront the Intern.
- UCS contacting University of Nebraska-Lincoln legal counsel for assistance in facilitating the intervention(s).
- UCS arranging a formal meeting with the Intern and site supervisor to present the reported allegations.
- Removal of the Intern from their internship site.

### **Expectations of Interns**

During the internship, students represent themselves and the University of Nebraska-Lincoln. Their performance and attitude will have implications which extend beyond their personal involvement and the internship. As such, they are expected to perform their duties and responsibilities to the best of their ability. They are governed by the internship site's employment policies, procedures, dress code, privacy or confidentiality agreements, and standards of conduct. UCS recommends they obtain clear guidelines from their internship site supervisor before they begin their internship. They are responsible for notifying their internship site of absences according to their policies and procedures.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_