INTERNSHIP MEMORANDUM OF UNDERSTANDING  UNL CAREER SERVICES

Student Name: ____________________________________________ NU ID: __________________

Major(s): __________________________________________________________________________ Class Standing: _________________________

Employing Organization: ______________________________________________________________________________________________

Employer Address: ______________________________________________ City: __________________ State: ______ Zip: ______

Supervisor Name: ____________________________ E-mail ____________________________ Phone __________

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; notify supervisor if unable to work as scheduled.
○ Remain enrolled at UNL for the duration of the internship.
○ Notify internship advisor if internship ends early, or if significant changes in responsibilities or learning objectives are made.

Employer Agrees to:
○ Provide student with training and supervision needed to carry out responsibilities successfully.
○ Evaluate intern’s performance and discuss with student at end of the internship.

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

Student: ____________________________________________ Date: ________________

Supervisor: ____________________________________________ Date: ________________

To establish an on campus record of the internship, please retain a copy for your records, and return completed form to:

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

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