

2016 Partners in Pollution Prevention Program Understandings and Expectations

NOTE: *Exceptions or deviations from these expectations will be considered if you present them in a timely manner for discussion.*

Attendance

Attendance is **REQUIRED** for all scheduled classroom or individual training times *tentatively* set for:

May 13 – 27: Two weeks of coursework

May 31 – August 10: Field work

August 11 and 12: Debriefing in Lincoln

Exact class/training times may vary. Additional training time for some interns may be scheduled at times mutually agreed upon by participants or with sufficient notice.

Classes will be held at the University of Nebraska Lincoln: mornings in Nebraska Hall (NH) room W130 on the UNL City Campus and afternoons in Chase Hall (CHA) room 112 on the East Campus. Small group meetings and individual assignments will be scheduled at agreed upon locations. Appropriate parking permits are required if you choose to park on campus. Information is available on the UNL website (www.parking.unl.edu).

Because of the heavy workload for this full-time summer program, it is recommended that students **NOT** take additional summer classes or work additional jobs. Special permission is required if you consider taking any additional classes.

Wages and Reimbursements

You will be considered an employee of UNL for the summer. You will be paid in four monthly installments on the last business day of the month (May, June, July, and August). Specific information needed for payroll will be requested in April. Details regarding the deliverables required in order to receive pay, such as the mid-summer and final project written reports, will also be outlined in April.

Meals and dorm housing if needed will be provided during classroom/training periods specified above, which are an additional benefit for you. These costs are paid directly by the P3 program.

Usual and expected travel expenses throughout the summer, for example, returning to Lincoln for the July class time, are your responsibility, although these have been taken into consideration in calculating additions, where appropriate, to the student's base pay. Reimbursement for specific work-related travel or miscellaneous expenses will be negotiated/approved on a case-by-case basis.

Tuition

You are being paid additional so you can pay for the UNL tuition and fees for 3-credit hours. Note that an appropriate amount for tuition will be included in your first pay check which you will receive about May 31 to reimburse you for tuition you pay. **NOTE: Tuition is billed late May and is due by about June 10. Please plan accordingly to pay on time or incur a late fee.**

Class Enrollment

As part of the internship all students must be enrolled in the Pollution Prevention class offered jointly by the Civil Engineering and Biological Systems Engineering Departments (3 credit hours) during the 3-week summer pre-session. Register for the class that is appropriate for you. We will share the call numbers of registration in early March. Please enroll in either CIVE 422/822 or BSEN 422/822 using regular methods by March 28.

Additional Requirements

All students will be expected to provide their driver's license information in order to obtain "authorization" to drive a UNL vehicle and to obtain mileage reimbursement.

All students who accept the internship will receive a follow-up packet in April with more information. Some additional paperwork may be required prior to the start of the class. This may include:

- housing forms and special meal requirements,
- payroll information,
- biographical sketches, and
- homework due the first couple days of class.

It is expected that you promptly complete and return all required information.

In a few cases, because of your work assignment at a private sector client, you may be required to take a drug screen, have a physical, and/or undergo a background check. We will coordinate the details with you.