

2019 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 time, which is *tentatively* set for:

Monday, May 6 (1:00 to 6:00 pm),

Monday, May 13 (9:00 am) through Wednesday, May 15 (4:00 pm) and

Thursday, May 16 and Friday, May 17— spent on individual projects or at your field site

Monday, May 20 (9:00 am) through Friday, May 24 (2:00 pm);

Wednesday, July 3 (9:00 am- 2:00 pm);

Thursday, August 8 (1:00 pm-4:00 pm) and

Friday, August 9 (10:00 am- 3:00 pm, including Final Presentations and Student Recognition Luncheon

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, most likely in Jorgensen Hall room 249. In July and August the group will meet on 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 hourly student worker employee of UNL for the summer. Generally working 40 hours a week during the period you are assisting clients (May 29 to August 8). You are expected to work 40 hours a week each week unless you have receive permission (e.g., health and family issues). You will not charge hours for the period you are taking the class and for classwork. Overtime (e.g., more than 40 hours a week) will be only allowed for situations where prior approval has been obtained from the P3 faculty. You will submit weekly time cards and will be paid on a biweekly basis. Specific information needed for payroll will be requested in April.

Meals and dorm housing if needed will be provided during classroom/training periods specified above, which are an additional benefit for you if you are assigned to a location outside of Lincoln. These costs are paid directly by the P3 program. In a few cases, students may be reimbursed for project-related travel. Prior permission and use for university forms will be required. You will be provided with instruction related to the travel policies and forms in May.

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: Tuition may be billed before you have received any paychecks.

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). Registration information for the class will be shared with you at the time you accept a position in the program. Please register immediately after receiving that information.

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 early 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.