

UNO Department of Marketing Internship Program

Student Responsibilities

Student Responsibilities to UNO

The student agrees to attend **three required class internship sessions** to receive class instructions and to share the internship experience with classmates.

Student Interns are **required to submit the following items** to the Academic Advisor:

1. **Weekly summaries of experiences** with the Intern Employer. Electronic submissions of the weekly summaries are required. They may be sent as attachments or the summary can be typed in the e-mail message. Students submitting attachments should give each summary a unique name (instead of "summary.doc" use your name and the week of summary "Doe-John.Week#1.doc.")
2. A **major report** for the Intern Employer that synthesizes what the student learned about marketing during the internship. **The papers should be organized around marketing topics and not the weeks of the internship.** Reports are to follow the "Guidelines for Papers." The report is due on **Friday, May 2, 2003** (the last day of regular classes) and should include:
 - a. Executive Summary
 - b. Table of Contents
 - c. Body of the Paper (10 to 15 pages long)
 - d. Appendices (including any exhibits that help you show what you did during your internship and a copy of each weekly summary.
3. Submit a current resume and photo.
4. The student will make sure that two evaluations of the student are performed and submitted from the internship sponsoring organization. One should be done at the midpoint and the other at the end of the term.
5. At the end of the term, the student will submit an evaluation of the internship experience with the particular organization.

Student Responsibilities to Intern Employer

Interns will work 10 to 20 hours per week for the Intern Employer. In unusual circumstances, the number of hours may be altered if mutually agreeable to the Student Intern, the Intern Supervisor, and the Academic Advisor.

Students must maintain dress and grooming appropriate to the assigned job responsibilities.

Student interns must follow the administrative policies, standards, and practices of the internship employers and must conduct themselves at all times in a professional manner.

The student must cooperate fully with the employer and follow all rules and policies of the sponsoring company.

The student agrees that the employer has the right to choose anyone as an employee and may discharge anyone from that employment for violating company rules or policies.

The student must agree to continue in the position through the end of the term once the offer has been accepted by the student and understands that if the internship is terminated prior to the end of the semester, his/her grade will reflect that termination. Students may be employed before or after the term of the semester, if both the employer and student desire such a schedule.