

2012 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:

Tuesday, May 15 (10:00 a.m.) through Friday, May 18 (5:00 p.m.) and
Monday, May 21 (8:30 a.m.) through Friday, May 25 (4:00 p.m.);

Tuesday, July 3 (10:00 a.m.-4:00 p.m.);

Monday August 6 (8:30 a.m.-3:30 p.m.) and Tuesday, August 7 (8:30 a.m.-
1:00 p.m., 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: 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.

Health Insurance

Participants must have and provide proof of health insurance coverage. A copy of your insurance card must be submitted to us no later than the morning of May 15. Health insurance fees are your responsibility.

Wages and Reimbursements

You will be considered an employee of UNL for the summer and will be paid a base wage of \$5,600 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 at the end of the summer.

Tuition

The P3 program will pay for your UNL tuition and fees for 3-credit hours. The tuition and fees (about \$1,200 resident undergrad or \$1,450 resident grad student) will be paid in one of two ways:

- The tuition and fees will be handled internally by the University and you will not be charged. Your account and monthly bill will indicate that the tuition has been paid; **or**
- The appropriate amount for tuition and fees 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 June 12. Please plan accordingly to pay on time or incur a late fee.** You will be specifically informed in April if your tuition will be handled in this way. Let us know if there is a hardship situation regarding your tuition payment.

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. Call Numbers for the class are:

BSEN 422-301	Call #	TBD	BSEN 822-301 (grad)	Call #	TBD
CIVE 422-301	Call #	TBD	CIVE 822-301 (grad)	Call #	TBD

Please enroll in either CIVE 422/822 or BSEN 422/822 using regular methods.

Additional Requirements

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, 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.