gaining experience

career services
www.unl.edu/careers
Experience is critical to reaching your professional and personal goals. Career Services can help you get it.

**student jobs**

Career Services advertises a wide variety of jobs on and off campus. Find current job descriptions and application instructions at [www.unl.edu/careers/experience](http://www.unl.edu/careers/experience).

**On-Campus Jobs**

Students are the largest work force at UNL, supporting virtually every activity of the University. Training, flexible schedules, competitive wages and personal support are just a few benefits you may expect from an on-campus employer. Each UNL department hires independently for student openings and will have specific instructions for applying.

**Work-Study Jobs** are partially funded by federal financial aid. UNL Scholarships and Financial Aid (www.unl.edu/scholfa) awards Work-Study through the federal financial aid application process. With work-study, you may apply for any on-campus job and once selected, you will earn the award through a paycheck for the hours you work. Be sure to let your hiring department know of your work-study status.

**Off-Campus Jobs**

Many employers in and around Lincoln depend on UNL students to make their organizations run. Lincoln offers employment opportunities in government, health and human services, retail, food services, technology, and many other industries.

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**tips to apply**

- Write a resume and have it reviewed by Career Services
- Identify openings at [www.unl.edu/careers/experience](http://www.unl.edu/careers/experience)
- Consider businesses you frequent as potential employers
- Apply early to get a head-start on the competition
- Prepare an outfit appropriate for an interview
- Practice introducing yourself and shaking hands professionally
- Request a mock interview from Career Services
Internships and cooperative education (co-op) experiences

Internships and co-ops provide hands-on experience and professional skills in your career field. Positions may be full-time or part-time, paid or unpaid. Many UNL academic departments allow you to earn academic credit in conjunction with an internship or co-op.

Planning, Documenting and Evaluating Your Experience

A successful internship is a well-planned experience that meets the needs of both intern and employer. From planning to evaluating the experience, Career Services provides guidance and tools to help students, faculty and supervisors.

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<th>Learning Objectives</th>
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<td>Before your internship, develop specific learning objectives. Complete the Memorandum of Understanding (MOU) with your supervisor to outline goals, duties, hours, wages and more. The MOU will help clarify both your expectations while creating a record of the experience.</td>
<td>To earn academic credit for your internship, you must first obtain approval from a faculty sponsor. Then, complete an Academic Credit Contract outlining the course number, credit hours and requirements. Enroll in the course. Regular tuition and fees will be incurred.</td>
<td>Career Services offers Evaluation Forms for both supervisors and students. Evaluation by your supervisor provides feedback on your strengths as well as areas to continue developing. Likewise, your evaluation can assist your supervisor in improving the internship program.</td>
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The Memorandum of Understanding, Academic Credit Contract and Student and Supervisor Evaluation are available at www.unl.edu/careers/experience.

EDPS 496/896 - Career Services offers an opportunity for academic credit through an internship course in the department of Educational Psychology. Inquire at Career Services for more information on this option.

Undergraduate Creative Activities and Research (UCARE) (www.unl.edu/ucare). Participate and collaborate with UNL faculty/staff in research or creative activities.

Student Organizations (involved.unl.edu). Grow as a leader and team member. Student Involvement supports hundreds of organizations in a wide variety of interest areas.

Service Learning/Civic Engagement (engage.unl.edu). Engage with UNL faculty, staff, students to make a positive impact in the UNL/Lincoln community and beyond.

Education Abroad (educationabroad.unl.edu). Develop communication and social skills, learn about other cultures, and meet people from around the world while completing courses in another country. Programs range from three weeks to a summer or even a year.

Whether you apply for a local or national internship, competition is high. Be ready.

getting started

Talk with Career Services about possible internships and employers in your field

Develop a resume and have it reviewed at Career Services

Sign up for Husker Hire Link (www.unl.edu/careers) to search internship listings

Use online resources and directories found on the Career Services web site

Participate in on-campus interviews

Attend career fairs to meet employers

Approach organizations of interest to develop an internship program
Develop a Positive Professional Reputation

• Assume responsibility for and take pride in your work
• Show enthusiasm and initiative for new challenges
• Maintain professional relationships with co-workers and clients
• Seek and accept constructive feedback
• Listen carefully to instructions and ask questions
• Observe rules on phone and computer usage, dress, etc.

Rights and Responsibilities

Student employees and interns have rights and responsibilities. Note these basic guidelines and ask questions relevant to your unique situation.

Communication. Keep your supervisor informed of your progress. Talk honestly and professionally if you are experiencing any difficulties.

Confidentiality. Maintain confidentiality about your employer, customers, clients, and co-workers.

Liability. Understand legal liability issues related to your work site and activities. Contact UNL Legal Services, 335 Nebraska Union (www.unl.edu/asun).

Harassment. Treat co-workers and others on the job politely and professionally. Alert your supervisor if you feel victimized by harassment.

Accommodations. If you have a disability, tell your employer the accommodations you need to successfully complete your work. Employers must provide reasonable accommodations.

If you are uncomfortable or unsure how to address an issue, contact Career Services to explore options and possible measures.

get to know us...we can help you

In addition to helping you gain experience through part-time jobs and internships, Career Services can help you...

• explore majors/careers
• prepare to job search
• apply to grad school

www.unl.edu/careers

...a HUSKER always stands out.

• post and send resumes
• search jobs, internships and employers
• request on-campus interviews
• stay updated on career opportunities

career services

230 Nebraska Union
(402) 472-3145

20-minute Walk-ins, Weekdays 10am - 4pm
By Appointment, Weekdays 8am - 5pm

Career Services at CBA
138 CBA
(402) 472-7272

Career Services East
303 Nebraska East Union
(402) 472-8273

www.unl.edu/careers