

Expectations

Intern's Expectations of NBEP

- NBEP will be the “home base” for all interns.
- Ensure all interns receive rich engagement from NBEP, and their college, and receive compensation.
- Work with the intern to collaboratively develop and then approve the intern’s individualized project.
- Coordinate with the NBEP partner if the intern will be working directly with that partner, either at NBEP or on-site with the partner.
- Work with the intern (and partner if applicable) to cooperatively develop a work plan for their project with individual learning goals and a milestone schedule of deliverables for their project.
- Ensure delivery of all relevant supporting documents and information for projects, including all Quality Assurance Project Plans, Standard Operating Procedures, reports, contacts, and other materials as necessary.
- Assure appropriate ongoing supervision and mentoring, including weekly meetings for strategic discussion and feedback, a mid-point check-in, and final evaluation of the project and student performance.
- The intern’s work will be thoroughly reviewed and considered as part of NBEP’s workplan implementation.

NBEP's Expectations of Interns

- Must be available for length of the internship—number of hours per workday and work location dependent on project and university requirements. Details will be worked out between NBEP, the academic institution, and the intern.
- Ensure they are covered under college/university’s appropriate insurance policies and accept as their personal risk any hazards of participating in this program.
- Assure their transportation to and from the internship site (if applicable).
- Adhere to work plan and a milestone schedule of deliverables for their project.
- Actively participate in scheduled check-ins, mid-point, and final meetings to ensure adequate internship preparation, progress, and performance.
- Take ownership of the project by immersing themselves in the subject matter, asking questions, and suggesting adaptations that maximize the utility of their work.
- Present a final project at the completion of the internship (format will be determined by the project).
- Fulfill all requirements to receive compensation or earn school credit (if applicable).
- Join NBEP and partner committee and other meetings as appropriate.
- Take the knowledge and skills learned in the internship to their further studies and future endeavors.