

# 2024-2025 Program Announcement: UNO Research and Creative Activity High School Internship Program

Accepting Applications on a Rolling Basis,  
Beginning April 25, 2024.

## Overview/Purpose

The 2024-2025 UNO Research and Creative Activity High School Internship Program aims to provide pathways to research and creative activity for high school students. The program funds high school interns to work on faculty members' research and/or creative endeavors and rewards faculty for the mentoring they provide to their interns.

Students hired by faculty who participate in the program must be at least 16 years old at the time of hire. **Both faculty and students must comply with UNO youth safety policy and procedures.** In addition, interns are expected to complete necessary training to participate in the research and/or creative activity, including, but not limited to, responsible conduct of research, IRB and/or IACUC training as appropriate.

## Eligibility

All full-time faculty are eligible to apply. Awards will be decided based on the criteria described below and funding availability.

## Requirements

To ensure compliance with university Youth Activity Safety policy and procedures, in advance of the internship, all participating faculty and graduate students must:

- Have an annual background check conducted,
- Complete a Youth Safety Training course,
- Provide a letter to interns' parent(s) or legal guardian describing the internship expectations (incl. transportation, lunch, etc.) and risk).
- Complete waivers as required by Youth Activity Safety

During the internship, faculty must:

- Require interns to check in and check out every day,
- Ensure that a supervisor is always in the building with the intern,
- Maintain regular notes on the work completed.
- CC the intern's parent or legal guardian in all email correspondence.
- Not schedule the intern for more than 20 hours of work each week in the summer, or 10 hours each week during the academic year

## Time Commitment

Students are expected to complete a total of 5-20 hours per week onsite during the week (Monday-Friday) between 8:00am and 5:00pm. (If the student will be working during the academic year, they may not be scheduled for more than 10 hours/week onsite [Monday-Friday]). Total hours for the internship may not exceed 80 hours. Internships are expected to last from 4 to 8 weeks in the Summer, or 8 to 12 weeks during the academic year.

## Funding

Awards of up to \$1,700 will be made: \$1,200 will be allocated to intern pay (50% payment at the midpoint AND 50% at the end of the internship) and \$500 in professional development funds for faculty incentive (released after the final report is submitted). This amount is the same for both summer and academic year projects.

## Application

A complete application will include a single PDF document with minimum 11-point font of the following:

- Job description (1-page maximum) that includes the proposed project on which the student will assist. This must include the specific duties for the student, the target timeframe for hiring, and a preliminary overview of student hours.
- Description of how (1-page maximum) the student will contribute to furthering the faculty applicant's research or creative activity.
- Mentoring plan (1-page maximum) that includes the faculty applicant's previous mentoring experience, positive student outcomes following the applicant's mentorship, and planned mentoring activities. Examples of activities may include meeting once or twice a week, discussing academic ethics, directing students to resources, and guiding them through the research process (from identifying literature gaps, discussing findings, and developing and submitting manuscripts).
- CV (2-page) of the faculty applicant

Applications should be submitted [through NuRamp using this link](#) (it will not appear as an Internal Competition) and will be evaluated by the Office of Research and Creative Activity Leadership Team.

Applications that are not uploaded as a single PDF or that are missing sections will not be reviewed.

### Evaluation Criteria

Applications will be assessed for

- the ability of the faculty applicant to provide a meaningful experience for the student,
- the potential benefit for the faculty applicant's research or creative activity, and
- the strength of the mentoring plan.

### Final Report

By the conclusion of the internship, faculty must submit a brief final report (300-500 words) summarizing and reflecting on 1) the mentoring the student received from the faculty member as part of the program, 2) how the student benefitted from the mentoring and the experience of supporting the faculty member's research and/or creative activity, and 3) how the faculty member themselves benefitted from the student's support. Reports should also include the name, year, and major of the student worker as well as a brief overview of the work completed.

Reports should be submitted by email to [unoorca@unomaha.edu](mailto:unoorca@unomaha.edu).

**After submission of the final report, the \$500 faculty incentive will be loaded into the faculty member's department cost center.**

### Process

In coordination with the applicant's home department, ORCA will assist faculty members in posting and promoting the internship positions. Ultimate responsibility for screening, interviewing, and selecting students rests with each awarded faculty member (in partnership with their department).

**Intern stipend release:** 50% of the total stipend will be paid at the midpoint of the program and the other 50% at the end of the program. The faculty mentor stipend will be paid at the **end** of the program.

### Notification

Successful applicants will be notified within one (1) month of application submission and will work with their home department to post the position and hire the student. For questions, please contact Kristin Girtten, Assistant Vice Chancellor for Research and Creative Activity, at 402-554-2845 or [kgirtten@unomaha.edu](mailto:kgirtten@unomaha.edu).