



Student Performance Expectations: Students

As a University Leadership Network (ULN) student at The University of Texas at Austin, you are expected to participate in a 10 hour per week experiential learning opportunity during your second, third, and fourth years at UT. Below are guidelines and expectations for your performance in your experiential learning opportunity.



Typical Performance Expectations

While your supervisor will discuss site-specific performance expectations, below are some general guidelines.

Arrive on time for your experiential learning opportunity. Work with your supervisor to develop a schedule that works for both of you, and communicate in advance via email or phone if you notice this schedule is not working for you.

Reach out to your supervisor if you need to request an absence. Reach out to your supervisor at least 48 hours in advance to shift your schedule or request an absence. If the absence is unexpected, like an illness or a family emergency, communicate with your supervisor via email or phone as soon as you can to let them know about the absence.

Acceptable reasons for an absence include:

- Personal illness
- Death or serious illness in the family
- Observance of religious holidays of your faith
- Exams scheduled during experiential learning hours
 - For all other academic commitments — like office hours, test reviews, etc. — you should notify your supervisor at least 48 hours in advance to request time off

Participate actively in your opportunity. You will gain the most out of the experience if you come prepared to be engaged at your site. Get to know your coworkers and check in with your supervisor regularly if you have questions. If you feel like there

is a lot of down time at your site, you can speak with your supervisor about potential projects or tasks that might help you grow and benefit the site.

Participate actively in weekly supervision. Your site should provide you weekly supervision sessions. We encourage you to discuss performance expectations with your supervisor at the beginning of your experience. Come prepared each week with items to discuss, and know that supervision can be a space for you to grow and develop professionally and personally.

Learn and follow the protocols and procedures for the site. Every site has its own unique protocols and procedures, so speak with your supervisor about these expectations.

Complete assignments and meet deadlines. Work with your supervisor to develop realistic timelines for projects and tasks. Once you have set a deadline, communicate early with your supervisor if you have any concerns about completing the tasks by the deadline.

These expectations have been put in place to ensure that you and your experiential learning site both have a positive experience.



What If Performance Expectations Aren't Met?

Verbal Warning

- Supervisor communicates with student the policy or performance concerns
- Supervisor and student agree upon a performance plan for corrective action

Written Warning

- If the performance plan is violated, supervisor will notify student via email about the violation and copy ulninternships@austin.utexas.edu
- Supervisor and student revisit the performance plan and agree upon appropriate corrective actions

Formal Warning

- If the performance plan continues to be violated, the supervisor, the student, and a member of the ULN Experiential Learning team will have a formal meeting
- This meeting will review the performance plan and the student's performance to determine whether the student will continue in the opportunity

Performance concern example:

You are late to your experience twice in one week.

We encourage you to communicate with your supervisor if you are running late. Your supervisor will meet with you one-on-one to discuss why you were late. Speak honestly about your circumstances and work with your supervisor to develop a performance plan to ensure you are on time in the future. The goal of the conversation is to discuss how you can move forward, and this serves as your verbal warning.

If you arrive late again, your supervisor will email you a written warning and copy the Experiential Learning team. The Experiential Learning team will reach out to you to check in about your experience. If you continue to arrive late, the Experiential Learning team will schedule a meeting with your supervisor and you to discuss performance concerns and whether you should remain in the position.

Following these guidelines and having ongoing discussions with your supervisor often can help alleviate any of these performance expectation concerns.

If you have questions or concerns about your site, we encourage you to first speak about these concerns with your supervisor if you are comfortable doing so. If you have concerns or need additional support or guidance, please reach out to the Experiential Learning team at ulninternships@austin.utexas.edu. We are here to support you throughout your time in ULN.