

Summer Internship Procedures and Requirements

It is the student's responsibility to follow the internship procedures and requirements shown below as well as to ultimately secure a summer internship. Students should monitor their "To Do" items in the WaveNet student portal to track progress toward completion.

1. Each student is expected to meet with the director of career services to determine interest in a field of study within his or her first month at the School of Public Policy. The Office of Career Services will assist the student in résumé writing, gaining contacts and leads for internships, and career-related strategies. Prior to the end of the fall semester and before the summer internship approval can be granted, students must have an approved résumé on file.
2. Each student is responsible for securing his or her own summer internship. The student must get approval from the director of career services on a graduate-level, substantive, policy-related internship. The student must then complete and submit the [Internship Agreement Form](#) prior to starting the internship. The form is an agreement with the organization offering the internship and requires signatures of the student and the supervisor from the organization where the internship has been secured. This form must be submitted to the director of career services by the end of a student's second semester at the School of Public Policy. Note: Summer internships started without approval will not receive credit.
3. For summer internships abroad, each student must complete and submit the [Internship Release of Liability](#) Form to the director of career services prior to the start of the internship.
4. Once the Internship Agreement Form has been submitted and approved by the director of career services, the student will be assigned a faculty advisor and will be enrolled in MPP 699 during the summer semester between his or her first and second years at the School of Public Policy. This is a zero-unit class, graded as credit ("CR") or no credit ("NC").
5. Each student is required to complete a minimum of 240 hours with the approved organization. Hours **cannot** be divided among multiple organizations. Upon completion of an approved summer internship, the student must complete the Internship Completion and Evaluation Form* online at <https://publicpolicy.pepperdine.edu/master-public-policy/internship-completion-evaluation-form/> by the specified date in September (see "To Do" items in WaveNet).

*Note: This form requests detailed information on the duties of the position and recommendations for future interns as well as reflections on the lessons learned during the student's internship experience. The first portion of the form, "Internship Experience Responses," will be open and available for future students' internship reference. The remaining fields under "Personal Reflections" will be kept confidential and will be reviewed only by the administration and the student's faculty advisor.

6. Each student must contact his or her summer internship supervisor to request completion and submission of the Supervisor's Internship Evaluation Report at <https://publicpolicy.pepperdine.edu/master-public-policy/content/supervisor-intern-report2021.pdf>. This form must be completed, signed, and submitted by the supervisor and delivered to the director of career services by the specified date in September (see "To Do" items in WaveNet). This document is an independent verification of the student's summer internship experience.
7. Each student is responsible for meeting with his or her assigned faculty advisor to discuss the "Personal Reflections" portion of the Internship Completion and Evaluation Form. The student is responsible for setting up the meeting with his or her faculty advisor by the specified date in October (see "To Do" items in WaveNet).
8. After meeting with the faculty advisor, each student is responsible for meeting with the director of career services to discuss how the internship has influenced his or her career goals and devise a strategy for meeting those goals. At this meeting, the student must submit an updated résumé to the director of career services. The student is responsible for scheduling the meeting with the director of career services by the specified date in October (see "To Do" items in WaveNet).
9. Upon completion of steps 1–8 and the student having satisfactorily fulfilled the summer internship requirement, a grade of "CR" (credit) will be submitted to the Office of Student Information and Services by the director of career services. Failure to complete any of the following will result in a grade of no credit ("NC") for MPP 699, which will prevent completing graduation requirements:
 - An internship consisting of a minimum of 240 hours of substantive, policy-related work.
 - Timely submittal of the required forms.
 - Meetings with the faculty advisor and director of career services by the specified due dates.

Note: If a student is unable to complete a summer internship within the permitted time (approximately April through August), the student is responsible for communicating with the director of career services and making appropriate arrangements for internship completion.

PEPPERDINE UNIVERSITY

School of Public Policy

Internship Agreement

This internship agreement will act as a preliminary agreement between the School of Public Policy Student interns and the company/agency for whom they intern. This agreement will help to clarify the duties and responsibilities interns agree to perform, and serve as verification of employment. Please fill in all sections completely and sign and date the form.

Student name: _____ Year of graduation: _____

Internship title: _____

Agency name: _____

Agency address: _____

Agency phone number: _____ Agency website: _____

Supervisor's name and title: _____

Supervisor's phone number and email: _____

Dates of internship: _____ Hours/week: _____

Internship location: _____ Compensation (if any): _____

Description of duties and responsibilities(if more room is required please use the back of this page):

Please note: In order to satisfy the requirements for the Master of Public Policy, students must complete a minimum of 240 hours of substantive, policy-related work.

Agency supervisor signature: _____ Date: _____

Student signature: _____ Date: _____

Internship Release of Liability

**** Please read carefully before signing ****

I acknowledge and understand that completion of an internship experience is a requirement to obtain the Master of Public Policy degree and that the School of Public Policy does not endorse any particular internship. I understand that the purpose of this Release and Hold Harmless Agreement (“Release”) set forth herein is to protect the University and the School of Public Policy, its governing board, agents and employees (collectively the “University”) from and against any and all liability which may arise from, or be related to, my participation in an internship.

I acknowledge and understand that there may be certain dangers and risks inherent in travel and the activities included in certain internships and that the University cannot and does not assume responsibility for losses including, but not limited to, personal injuries or property damage arising therefrom. These risks may include losses regarding travel to and from a destination; the condition of facilities where the internship occurs; criminal activity; sickness, weather, strikes, hostilities, wars, natural disasters, or other such causes; and any disruption of travel arrangements, or any additional expenses that may be incurred therefrom. I acknowledge and understand that the University does not represent, or act as agent for, the internship chosen by me transportation carriers, facilities, or other suppliers of services connected with an internship.

Release and Hold Harmless

Knowing the dangers and risks of such activities, I, on behalf on my family, heirs, and personal representative(s), agree to assume all risks and responsibilities surrounding my participation in an internship and release and forever discharge, waive, and covenant not to sue the University from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which I may have, or which may hereafter accrue to me, arising out of or related to my participation in an internship.

I agree to hold the University harmless from and against any claim by me or my family arising out of my participation in an internship. I further agree that this Release shall be governed and interpreted in accordance with the laws of the State of California.

THIS IS A RELEASE OF LEGAL RIGHTS.

PLEASE BE CERTAIN YOU UNDERSTAND THIS DOCUMENT BEFORE SIGNING IT.

Please initial the boxes:

- I have visited the State Department website (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) and confirm that the countries (ies) that I am visiting are not on the list of travel advisories.**
- I have purchased insurance (emergency care and hospital coverage required, if going abroad.)**
- Attached is a copy of my passport and itinerary.**
- I have obtained the necessary travel vaccinations and have the personal immunization record for travel.**

Printed Name of Student

CWID

Signature of Student

Date