



PEPPERDINE

School of Public Policy

Policy Internship Agreement Form 2024-2025

This internship agreement will be a preliminary agreement between Pepperdine School of Public Policy student interns and the company/agency for whom they intern. The agreement will help to clarify the duties and responsibilities interns agree to perform and serve as verification of employment. Please fill in all the sections completely and return to sppcareers@pepperdine.edu for review.

Student Name: _____ Year of Graduation: _____

Internship Title: _____

Agency Name: _____

Agency Address: _____

Remote/In-Person/Hybrid: _____

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:

Please note: To satisfy the requirements for a Master's in Public Policy, students must complete 240 hours of substantive, policy-related work.

Agency Supervisor Name: _____ Date: _____

Student Name: _____ Date: _____

SPP Office Staff: Internship Agreement Form: Approved by: _____ Date: _____