

Pepperdine University School of Public Policy Internship Agreement

This internship agreement will act as a preliminary agreement between 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 date agreement form.

Student name: _____ Year of Graduation: _____

Student contact (email): _____ (cell phone): _____

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 (*attach supplemental information, if necessary*):

Please note: In order to satisfy the requirements for a Master's in Public Policy, students must complete 240 hours of substantive, policy-related work. In the event that the country you are visiting should be put on the U.S. State Department travel Watch List, you will be required to return to the U.S.A. immediately.

Agency supervisor signature: _____ Date: _____

Student signature: _____ Date: _____