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: ______________

SPP Internship Agreement 2.07