

PEPPERDINE UNIVERSITY

School of Public Policy

Internship Completion and Evaluation Form

The following information will enable the Office of the Dean and Office of Student Services at the School of Public Policy, Pepperdine University, to accurately track and assess the various internships held by the MPP candidates. Some of the information will also be used to enable succeeding classes to review and learn from your experience – it is printed in bold. Information that will be held confidential is printed in dark gray. Please be as complete and accurate as possible.

Please submit this form, along with your answers to each of the following questions, via email, to Christopher.denham-martinez@pepperdine.edu prior to **August 30th**.

Name: _____ **Year of Graduation:** _____

Permanent Email Address: _____

Agency: _____ **City:** _____ **Intern title:** _____

Agency phone number: _____ **Agency email/website:** _____

Was the internship paid? ____ Y ____ N **If so, how much:** _____

Other amenities provided (housing, meals, transportation, etc.)

Dates of internship: from _____ to _____ **Hours completed:** _____

Supervisor's name/ title: _____

Supervisor's contact information (email/ phone number/ mailing address):

The following section will be shared with your fellow students, as appropriate. Please be thoughtful and frank. The information you share will not be revealed to your employer nor will it be published in any open forum. When shared, it will not be directly linked to you unless you choose to make it public.

1. Provide a general description of what you accomplished during the internship.
2. What was your general impression of the program? What was good? Not so good?
3. Would you recommend this experience to your fellow students? Why/ why not?
4. What advice would you offer to those seeking an internship with this same company/agency?
5. What, if anything, would you have done differently concerning any of your internship experience?
6. *Do you have any additional comments you would like to share with fellow students?*

The next three questions are intended to assist you and your faculty advisor in assessing what you have learned from your internship experience. Your responses will NOT be made publicly available.

1. **Lesson Learned:** Describe the single most important lesson you learned from your internship experience. How will this lesson inform your career decisions? Make sure you provide enough detail and context that your advisor can understand how and why you learned what you did. *This answer your not exceed one page.*
2. **Course Application:** Think back on your internship from the perspective of your courses during your first year in the School of Public Policy. Identify two (2) significant instances where you applied specific aspects of your coursework or found substantial relevance. Describe these instances in some detail and discuss how your training influenced your decision-making or ability to analyze and select alternatives. *This section should not exceed two pages.*
3. **Leadership Example:** Think about a leader you had the opportunity to observe in depth during your internship. It need not be your direct supervisor or anyone in the chain of command. Was the person an effective leader? Why or why not? What attributes of the person cause you to characterize him/ her as a leader? What would have made him/ her more effective – and why? Make sure you make a clear distinction between management and leadership. In what ways did the leadership style influence the organization and its effectiveness? *This section may be as long as necessary.*