

# PEPPERDINE UNIVERSITY

## School of Public Policy

### Summer Internship Procedures

1. Each student should meet within the first month of the fall semester of the student's first year at the School of Public Policy with either the director of career services or the student services advisor to determine interest in a field of study. The office of career services will assist the student in resume writing, gaining contacts and leads for internships, and other career-related concerns.
2. Prior to the end of the fall semester, and before the internship approval can be granted, the student must have an approved resume in EPPIC.
3. Each student is responsible for securing his or her summer internship. The student must get approval from the student services advisor, that this is a graduate-level, substantive internship involving work related to policy formulation and analysis. Then, the student submits an Internship Agreement Form, which is an agreement with the organization offering the internship and it requires signatures of the student and the proposed supervisor. This form must be submitted to the student services advisor prior to the end of the spring semester of the first year of study at the School of Public Policy. *Note: internships started without approval will not receive any credit.*
4. **If going abroad, each student must complete and submit the Internship Release of Liability Form.** Prior to the start of the internship, the student must fulfill a minimum of 240 hours of professional work. *Note: The hours cannot be divided among multiple organizations.*
5. Once the Internship Agreement Form is submitted and approved by the student services advisor, the student will be enrolled in MPP 699 during the summer semester between his or her first and second year at the School of Public Policy. This is a zero-unit class, graded as credit ("CR") or no credit ("NC"). After completing the internship and submitting all required forms, the student is responsible for meeting with the student services advisor and should set up a meeting with his or her assigned faculty member to discuss the three essay questions on the Internship Completion Evaluation Form.
6. At the completion of the internship, students must submit the Internship Completion and Evaluation Form. Within the first eight weeks of the fall semester of the second year of study. This form requests detailed information on the duties of the position and recommendations for future student interns as well as reflections on the lessons learned during the student's internship experience. Part of the information on the form is input into the School of Public Policy internship database which will be shared with future students. The remaining information is kept confidential and will be reviewed only by the student services advisor and the member of the faculty.
7. If a student is unable to complete the internship during the summer, the student must meet with the student services advisor to discuss options, gain approval for an exception, and ensure that a grade of in progress ("IP") is processed and the student is reenrolled for the fall term. Failure to complete an internship, submit the required forms and reports on time, or meet with the faculty

member assigned prior to the end of the fall semester of the final year of study at the School of Public Policy will result in a grade of no credit ("NC") appearing on the student's transcript for MPP 699 and will cause the student to default the graduation requirements. If a student receives a grade of incomplete "I" and the work is not completed in the specified period of time, the "I" will default to an "F" which will be factored into the student's grade point average and affect eligibility to graduate.

8. Student should submit an updated resume to the student services advisor prior to meeting with the student services advisor.
9. Students are responsible for ensuring that their supervisor submits the Supervisor Internship Evaluation Report **within four weeks** of completing the internship. This document is an independent verification of the student's internship experience. The form can be faxed to 310-506-7494 or emailed to the student services advisor.
10. Upon completion of steps 1-9 and the student having satisfactorily fulfilled the internship requirement, a grade of "CR" (credit) will be submitted to the Office of Student Information and Services by the student services advisor.