

## Policy Internship Procedures and Requirements 2021-2022

1. It is the student's responsibility to follow the internship procedures and requirements shown below as well as to ultimately secure a policy internship. Upon Term Activation, Students should monitor their "To Do" items in WaveNet to track progress toward completion.
2. Each student is expected to meet with the program services manager for professional development and alumni affairs to determine interest in a field of study within his or her first term at the School of Public Policy. The Office of Career Services will assist the student in resume writing, gaining contacts and leads for internships, and other career-related strategies. Prior to the end of the fall semester and before the policy internship approval can be granted, students must have an approved resume on file.
3. Each student is responsible for securing his or her own policy internship. The student must get approval from the program services manager for professional development and alumni affairs on a graduate-level, substantive, policy-related internship. The student must then complete and submit the Internship Agreement Form prior to starting the internship. The form is an agreement with the organization offering the internship and requires signatures of the student and the supervisor from the organization where the internship has been secured. This form must be submitted for review and approval. Note: Policy internships started without approval will not receive credit.
4. For policy internships abroad, each student must complete and submit the Internship Release of Liability Form to the program services manager for professional development and alumni affairs prior to the start of the internship.
5. Once the Internship Agreement Form has been submitted and approved by program services manager for professional development and alumni affairs, the student will be assigned a faculty advisor and will be enrolled in MPP 699 during the summer semester between his or her first and second years at the School of Public Policy. This is a zero-unit class, graded as credit ("CR") or no credit ("NC").
6. Each student is required to complete a minimum of 240 hours with the approved organization. Hours cannot be divided among multiple organizations. Upon completion of an approved policy internship, the student must complete the Internship Completion and Evaluation Form\* online by the specified date in September (see "To Do" items in WaveNet).  
*\*Note: This form requests detailed information on the duties of the position and recommendations for future interns as well as reflections on the lessons learned during the student's internship experience. The first portion of the form, "Internship Experience Responses," will be open and available for future students' internship reference. The remaining fields under "Personal Reflections" will be kept confidential and will be reviewed only by the administration and the student's faculty advisor.*
7. Each student must contact his or her policy internship supervisor to request completion and submission of the Supervisor Internship Evaluation Report. This form must be completed, signed, and submitted by the supervisor and delivered to the director of career services by the specified date in September (see "To Do" items in WaveNet). This document is an independent verification of the student's policy internship experience.
8. Each student is responsible for meeting with his or her assigned faculty advisor to discuss the "Personal Reflections" portion of the Internship Completion and Evaluation Form. The student is responsible for setting up the meeting with his or her faculty advisor by the specified date in October (see "To Do" items in WaveNet).
9. After meeting with the faculty advisor, each student is responsible for meeting with the program services manager for professional development and alumni affairs to discuss how the internship has influenced his or her career goals and devise a strategy of meeting those goals. At this meeting, the student must submit an updated resume to the program services manager for professional development and alumni affairs. The student is responsible for scheduling the meeting by the specified date in October (see "To Do" items in WaveNet).
10. Upon completion of steps 1-9 and the student having satisfactorily fulfilled the policy internship requirement, a grade of "CR" (credit) will be submitted by the program services manager for professional development and alumni affairs. Failure to complete any of the following will result in a grade of no credit ("NC") for MPP 699, which will prevent completing graduation requirements:
  - An internship consisting of a minimum of 240 hours of substantive, policy-related work.
  - Timely submittal of the required forms.
  - Meetings with faculty advisor and program services manager by the specified due dates.
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11. For your reference, review the Pepperdine School of Public Policy [Academic Catalog](#) for further details.

***\*Note due to Covid-19 circumstances: If a student is unable to complete a policy internship within the permitted time (approximately April through August), the student is responsible for communicating with the program services manager for professional development and alumni affairs and making appropriate arrangements for internship completion. Senior Administration will review any accommodation request outside of the Academic Catalog due to extenuating conditions.***