

PEPPERDINE UNIVERSITY

School of Public Policy

Summer Internship Procedures

1. Each student is expected to meet with the manager of career services to determine interest in a field of study within the first month of the fall semester of the student's first year at the School of Public Policy. The manager of career services will assist the student in resume writing, gaining contacts and leads for internships, and other career-related concerns.
2. Each student is responsible for securing his or her internship and completing and submitting the Internship Agreement Form prior to starting the internship. The student must get approval from the manager of career services, and both parties must agree that this is a graduate-level, substantive internship involving work related to policy formulation and analysis. Then, the student completes an Internship Agreement Form, which 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 to the manager of career services prior to the end of the spring semester of the first year of study at the School of Public Policy
3. Each student must complete and submit the Internship Release of Liability Form if going overseas. The Internship Release of Liability Form must be submitted prior to the start of the internship. This form must be completed and received by the manager of career services prior to the end of the spring semester of the first year of study at the School of Public Policy. The student must fulfill a minimum of 320 hours with the approved organization if going abroad and a minimum of 240 hours domestically. The hours cannot be divided among multiple organizations.
4. Each student will be assigned a faculty advisor. Once the Internship Agreement Form is submitted and approved by the manager of career services, 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").

5. Each student is required to complete 240 hours of internship work and submit the Internship Completion and Evaluation Form. After completing 240 hours of an approved internship, the student submits the Internship Completion and Evaluation Form prior to the end of the fall semester of the second year of study at the School of Public Policy. 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. Part of the information on the form is input into the School of Public Policy internship database which will be shared with future interns. The remaining information is kept confidential and will be reviewed only by the manager of career services and the student's faculty advisor. The curriculum requires that the internship be completed in the summer between the student's first and second year. If a student is unable to do so, the student must meet with the manager of career services to discuss options, gain approval, and ensure that a grade of incomplete ("I") 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 advisor prior to the end of the fall semester of the second 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 which will affect eligibility to graduate. If a student receives a grade of "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.

6. Each student must complete and submit the Supervisor Internship Evaluation Report. The student should contact the internship supervisor of the agency for which the student interned to complete and submit the Supervisor Internship Evaluation Report. This form must be completed, signed, and submitted by the supervisor and delivered to the manager of career services by December 15. This document is an independent verification of the student's internship experience.

7. Each student must meet with the assigned faculty advisor to discuss questions 7-9 on the Internship Completion and Evaluation Form. The student will be assigned a faculty advisor upon completion of Step 3. The student is responsible for setting up the meeting with his or her faculty advisor. The last day to meet with a faculty advisor is six weeks prior to graduation.

8. Upon completion of steps 1-7 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 faculty advisor.