

# PEPPERDINE UNIVERSITY

## School of Public Policy

### FELLOWSHIP CHECKLIST

*Funds may be rescinded if you do not complete the approved internship.*

- 1) Sign and return the Fellowship Agreement form.
- 2) If you are traveling abroad, make sure you have all vaccinations needed for that country. It is the student's responsibility to ensure their safety from disease.
- 3) If you are traveling abroad, please register your International SOS information on Wavenet. Log into Wavenet, go to the emergency preparedness box, click the International SOS link and follow the instructions.
  - **Please note:** Please see Pepperdine's travel policy [Pepperdine's International Travel Policy](#) and [U.S. State Department Travel Warning List](#).
- 4) During the summer, complete the requisite 240-hours of *substantive* public policy work. Ask your Supervisor to write an evaluation that indicates that your performance was (at least) satisfactory and that you have completed the hours. Have the Supervisor file that form with Director of Career Services.
- 5) 250 word testimonial on your internship experience within two weeks of completing your internship. The testimonial should include items such as what you did, how Pepperdine coursework fit into your internship tasks, what you accomplished and significant experiences you had during your internship.
- 6) Write a thank you letter to the donor including pictures within two weeks of completing the internship and send to Director of Career Services.
- 7) Complete the internship completion form on SPP website <https://publicpolicy.pepperdine.edu/master-public-policy/internship-completion-evaluation-form/>
- 8) Meet with your Faculty Advisor to discuss your experience. Once this is complete, the faculty member will inform Career Services. **Please note:** the faculty advisor is chosen randomly and will be assigned to you near the end of the semester in which you complete you internship.
- 9) Meet with Director of Career Services and provide them with all the forms mentioned above (supervisor evaluation, faculty adviser rubric, confirm you submitted the internship completion form). If they are satisfied, you will be given a "CR" for the course.

**GOOD LUCK – and have a GREAT SUMMER!**