

Internship Procedures and Requirements

It is the student's responsibility to follow the internship procedures and requirements shown below as well as to ultimately secure and complete an internship by their third semester in the program. Students should monitor their "To Do" items in the WaveNet student portal to track progress toward completion.

1. Each student is expected to meet with the director of career services to determine interest in a field of study within their first semester at the School of Public Policy. The Office of Career Services will provide tools regarding résumé writing, gaining contacts, leads for internships, and career-related strategies. Prior to the end of the first semester and before the internship approval can be granted, students must have an approved résumé in Handshake.
 2. Each student is responsible for securing their own internship. The student must obtain approval from the director of career services 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 to the director of career services prior to starting the internship. **Internships started without approval will not receive credit.**
 3. For summer internships abroad, each student must complete and submit the [Internship Release of Liability Form](#) to the director of career service; they must obtain an [International SOS](#) packet from the director of career services and register for the International SOS information in their Wavenet account via emergency preparedness box; also review Pepperdine's travel policy [Pepperdine's International Travel Policy](#) and [U.S. State Department Travel Warning List](#).
 4. Once the Internship Agreement Form has been submitted and approved by the director of career services, the student will be assigned a faculty advisor and will be enrolled in MPP 699 during the semester in which they start their internship. This is a zero-unit class, graded as credit ("CR") or no credit ("NC"). **Internships must be completed in one term/semester.**
 5. 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 summer internship, the student must complete the [Internship Completion and Evaluation Form](#).
 6. Each student must contact their 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 within two weeks of completing the internship. This document is an independent verification of the student's summer internship experience.
- Each student is responsible for meeting with their assigned faculty advisor within two weeks of completing their internship to discuss the "Personal Reflections" portion of the Internship Completion and Evaluation Form. Please send a copy of your Internship Completion and Evaluation Form (email) when scheduling an appointment with the faculty advisor for their review before the meeting. In the meeting, the faculty advisor will complete the [Internship Scoring Rubric Form](#). **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.
7. After meeting with the faculty advisor, each student is responsible for meeting with the director of career services to discuss how the internship has influenced their career goals and devise a strategy for meeting those goals. At this meeting, the student must confirm they completed the

Internship Completion and Evaluation Form, submit the following to the director of career services an updated résumé, *Supervisor Internship Evaluation Report*, *Internship Scoring Rubric Form*. The student is responsible for scheduling the meeting with the director of career services within three weeks of completing their internship.

8. Upon completion of steps 1–8 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 director of career services. 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:
 - *Internship Agreement Form*
 - *Internship Release of Liability Form* (for international internships only)
 - *International SOS* (for international internships only)
 - *Internship Completion and Evaluation Form*
 - *Supervisor Internship Evaluation Report*
 - *Internship Scoring Rubric Form*
 - Meetings with the faculty advisor and director of career services by the specified due dates.