

2024-2025 International Programs Internship Contract

This Contract is between Pepperdine University, a California, non-profit public benefit corporation ("Pepperdine" or "University"), and _____ ("student") for the _____ term in the _____ program.

In consideration of my voluntary participation in the above International Program ("Program"), I agree as follows:

1.
 - a. I understand that changing my internship at any time is only upon the approval and involvement of the Program Director or the Office of International Programs. I understand that participating in the internship program does not guarantee that I will receive an employment offer from the company nor does it guarantee employment after graduation in my preferred industry. If I am no longer able to meet the minimum enrollment requirements of my Program, Pepperdine will withdraw me from the Program, and I will be responsible for any withdrawal fees. Those fees will be calculated on the date that I notify the International Programs Office of my intent to withdraw, or the date in which I become ineligible.
 - b. If I am a Washington, D.C. Program student, I fully understand that it is my responsibility, and not the responsibility of International Programs, to secure an internship. I understand that if I do not secure an internship by the end of the add/drop period of my Program that I will not be enrolled in the internship class and will still be responsible for meeting the minimum enrollment requirements of my Program.
 - c. If I am an internship student in Buenos Aires, Florence, Heidelberg, Switzerland, or London, I understand that my request to intern at a specific company will be considered; however, placement at my requested company is not guaranteed. I agree to intern at the company by which I am selected.
2. I agree that I will be thoroughly prepared to interview for any available internship position. I agree to submit my resume to the International Programs Office for approval prior to sending my resume to potential companies. Further, I understand International Programs may require me to prepare a resume, cover letter, writing sample, letters of recommendation, and transcript (if required) and provide copies to the Program Director, the Office of International Programs, and/or the potential company. I also understand that I may be required to seek out mock interview

sessions with the Seaver College Career Center or the Office of International Programs to prepare for company interviews.

3. I understand that I must adhere to the hours that the internship program stipulates. I understand that I must obtain prior approval from the Program Director if I need to miss any time at my internship. Unexcused absences may negatively impact my grade.
 - a. If I am a Washington, D.C. Program student, I agree that International Programs strongly recommends that students commit to working no more than 24 hours a week (approximately 3 days) as interns during the academic year. Students may NOT intern more than 30 hours a week, on the basis that they are full time students undertaking a part-time internship.
 - b. Anything beyond 30 hours would require special written permission from the DC Program Director. Students can earn a maximum of 6 units for the WAIN 495 internship class, even if they work more than the required hours.
4. I agree to participate in a responsible, professional manner during my internship, one that reflects favorably upon Pepperdine, and to abide by all rules and regulations governing my internship. I will report to the internship on time; complete assignments competently; and maintain a professional attitude and appearance.
5. I understand that I will need to check my Pepperdine email account several times per week for communication from International Programs staff members or companies and that I will reply in a timely manner from my Pepperdine account.
6. I understand that I must submit the Pepperdine Internship Agreement Form and/or other required internship documents by the deadline determined by International Programs staff.
7. I agree to complete all forms, evaluations or other paperwork required by the course, Pepperdine, or the internship supervisor as it relates to the internship.
8. I understand that internship units count as upper division elective credit and do not replace a class or any core classes.
9. I understand that Pepperdine disclaims any responsibility or liability arising from the student intern's employer's acts or failures to act and that such liability falls exclusively upon the employer.
10. I further understand and acknowledge that my safety and well-being are primarily dependent upon my familiarizing myself with the internship site's security

precautions and taking all other precautions I deem necessary while participating in this internship. I understand that I should contact Pepperdine immediately if I have concerns regarding my safety or well-being while participating in the internship, or if I believe that my rights have been or may be violated.

11. Failure to meet the above requirements may result in disciplinary actions, up to and including University dismissal and withdrawal fees as outlined in the International Programs Agreement, as well as expulsion from Pepperdine.

12. I agree that the terms and conditions of the International Programs Contract, which I have expressly agreed to, are hereby incorporated by reference and made a part of this agreement.

I have read and understand this agreement. I agree and comply with its terms and conditions.

Student Name: _____ Date: _____

Student Signature: _____

Received by IP Staff Member Name: _____ Date: _____

MINORS (if applicable):

If you are presently 17 years old or younger, your parent or guardian also needs to sign this contract. Please send the completed agreement to your parent or guardian, ask them to sign and date it, and finally scan and email it to:
international.programs@pepperdine.edu

I am the parent or legal guardian of the above named minor. I consent to the minor participating in the Program. I have read and understand that the above agreement involves surrendering substantial legal rights of the minor and myself. I agree to be bound by all terms of the above agreement.

Minor's Parent or Guardian Name _____

Signature of Minor's Parent or Guardian _____

Date: _____