

## 2026-2027 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. 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.
  - b. If I am an internship student in Buenos Aires, Florence, Heidelberg, Kyoto, 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.
  - c. I understand that changing my internship at any time is only upon the approval and involvement of the Program Director or the Dean or Associate Dean 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 (required units vary by program - please see your program contract for details), Pepperdine will withdraw me from the Program, and I will be responsible for any withdrawal fees. Those fees will be calculated based upon the date that I notify the International Programs Office of my intent to withdraw (if self-initiated withdrawal), or the date in which I become ineligible (if Pepperdine-initiated withdrawal).
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,

Please initial here \_\_\_\_\_ 1

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 acknowledge 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, unless special written permission is given under part (b) below.
  - b. Any commitment beyond 30 hours per week requires special written permission from the DC Program Director. Students may earn a maximum of 4 units of WAIN 495 internship class during a semester program (maximum of 6 units of WAIN 495 during the summer program), even if they work more than the required hours.
4. I agree to conduct myself in a responsible, professional manner during my internship, one that reflects favorably upon Pepperdine, and I agree 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. I understand that it is my sole responsibility to conduct myself in a manner that is appropriate and allows for successful completion of the internship program. Should I be dismissed from my internship position, I will immediately inform International Programs, but International Programs has no obligation to help secure an alternate internship opportunity, and any consequences are my responsibility.
5. I understand that I will need to check my Pepperdine email account and ViaTRM portal several times per week for communication from International Programs staff members or companies and that I will reply to such communications 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, unless approved by my academic program as counting towards my major.
9. I understand and acknowledge that I am responsible for any extra expenses associated with my being able to participate in the internship program, including transportation to and from the internship location.
10. I understand that Pepperdine disclaims any responsibility or liability arising from the acts or omissions by the employer or internship provider of the student and that such liability falls exclusively upon the employer or internship provider. **Therefore, I hereby release, waive, discharge, covenant not to sue, and hold harmless Pepperdine University, its Board of Regents, employees, agents, faculty, staff, or volunteers (collectively the "University") from any and all liabilities, costs, claims, and expenses (including, without limitation, attorneys fees) that may arise out of or in connection, directly or indirectly, with my participation in this internship or Program.**
11. 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.
12. I understand and acknowledge that I am responsible for any extra expenses associated with my being able to participate in the internship program, including meals and transportation to and from the internship location.
13. 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 potential expulsion from Pepperdine.
14. 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 International Programs Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

**MINORS (if applicable):**

If you are presently 17 years old or younger, your parent or guardian also needs to sign this contract. Please follow instructions through the ViaTRM portal to complete this step -or- send the completed (student-signed) contract to your parent or guardian, ask them to sign and date it, then scan and email it to: [international.programs@pepperdine.edu](mailto: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: \_\_\_\_\_