

## 2019-2020 Internship Contract

1.
  - a. If I am a Washington, D.C. or 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 am still responsible for meeting the minimum enrollment requirements of my program. If I am no longer able to meet the minimum enrollment requirements of my program, I will be withdrawn from the program and will be responsible for any withdrawal fees.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 an internship student in Buenos Aires, Lausanne, London or Shanghai, 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 chosen. I agree and 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 neither guarantees that I will receive an employment offer from the company nor does it guarantee employment after graduation in my preferred industry.
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, and transcript (if required) and provide copies to the Program Director, the Office of International Programs, and/or 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.
4. I agree to participate in a responsible, professional manner during my internship, one that reflects favorably upon Pepperdine University, and to abide by all rules and regulations governing my internship. I will report to the internship on time; complete assignments competently; maintain a professional attitude and appearance.

2019-2020 Internship Contract

5. I understand that I will need to check my Pepperdine University email account daily for communication from International Programs staff members or companies and that I will reply in a timely manner with my Pepperdine University account.
6. I understand that I must turn in the following documents within the first week of my internship to the Program Director: Internship & Employer Agreement and the Internship Information Form.
7. I agree to complete all forms, evaluations or other paperwork required by the course, University, 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 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 the University 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.
10. Failure to meet the above requirements may result in disciplinary actions, up to and including program dismissal and withdrawal fees as outlined in the International Programs agreement and expulsion from the University.

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

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Received by IP Staff Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

2019-2020 Internship Contract

**MINORS (if applicable):**

Our records indicate that you are presently 17 years old or younger. As a result, your parent or guardian also needs to sign this contract. Please print the completed agreement (using the Printer Friendly link), have your parent or guardian sign and date it, and finally 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: \_\_\_\_\_