

## SAMPLE 2017-2018 Academic Year and Summer 2017 Internship Contract

- 1a. If I am a Washington DC 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 If I am no longer able to meet the minimum enrollment requirements of my program, I will be withdrawn from the program and will be responsible for any withdrawal fees.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.
- 1b. If I am an internship student in Buenos Aires, 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 where I am assigned. 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 does not guarantee 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 must prepare a, 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 need 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.
5. I understand that I will need to check my Pepperdine University email account daily for communication from the Program Director, Office of International Programs Office 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.

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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.