

PEPPERDINE UNIVERSITY

Seaver College Student Intern Responsibilities Agreement

1. I will comply with the employer's rules and regulations; report for work on time; complete assignments competently; maintain a professional attitude and appearance.
2. I will uphold all codes of conduct as stated in all University Publications, including the Seaver College Student Handbook and Academic Catalog; abide by all local, state, and federal rules, laws and regulations.
3. I will contact the instructor as needed, complete the Learning Agreement, Release of Liability and participate in (course name) _____.
4. I will take the initiative to discuss my internship experience with my supervisor, and the course instructor.
5. I will record in my journal the major events of the internship. The written reflection will be turned in as assigned by the faculty.
6. I will pose questions and ask for clarity from my employer on specific assignments and projects required.
7. I will immediately notify the instructor if any difficulties are experienced with the site or employer.
8. I will use good safety sense in all aspects of my internship.
9. I will notify the instructor and my supervisor of any health or medical conditions that might affect my placement or performance in the internship.

I will intern for _____ hours weekly for _____ weeks for a total of _____ hours. I have read and understood the student responsibilities outlined above and agree to be bound by them.

Primary Learning Outcomes

To be completed by Student and Faculty Internship Sponsor: please include three learning outcomes developed specifically for the internship site and student's educational goals.

- 1 _____
- 2 _____
- 3 _____

Student's name _____ Student I.D. # _____

Student's Signature _____ Date

Faculty Sponsor's Signature _____ Date