

**Pepperdine University**  
**Seaver College Internship/Field Work Agreement**  
*Application*

**A. Registration Information- to be completed by Student**

Student Name \_\_\_\_\_ Phone \_\_\_\_\_ Student ID \_\_\_\_\_  
Address \_\_\_\_\_  
Pepperdine e-mail \_\_\_\_\_  
Major \_\_\_\_\_ Units completed \_\_\_\_\_ Term \_\_\_\_\_

**Course Name:** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Instructor name** \_\_\_\_\_

**Number of units for which the internship/field work will be taken (check one):**

- 1 unit = 45 hours of internship/field work
- 2 units = 90 hours of internship/field work
- 3 units = 135 hours of internship/field work
- 4 units = 180 hours of internship/field work

**Type of internship/field work (check one):**

- Traditional (Please check grade type)
  - Graded  CR/NC
- Randall Internship (graded)
- Summer Initiative (1unit graded; remaining CR/NC)

**B. Employment Information-to be completed by Student & Employer**

Employer Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_  
Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Number of weeks \_\_\_\_\_  
Schedule: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Describe the job responsibilities, tasks, and learning opportunities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreements and Signatures**

**Employer:** I have reviewed this Internship/Field Work Agreement with the student and we have agreed upon the assigned work and learning components appearing above. I agree to provide assistance, training, consultation and periodic review in order to assist the student in meeting his or her goals and primary learning objectives; and provide an orientation to our organization, policies and procedures. I will submit an end of term review after discussing it with the student.

Employer signature \_\_\_\_\_ Date \_\_\_\_\_

**Division Faculty Internship/Field work Sponsor:**

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please attach syllabus.

**Division Chair:**

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student:**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Assistant Dean:**

Assistant Dean Signature \_\_\_\_\_ Date \_\_\_\_\_