

# PEPPERDINE UNIVERSITY

## Student Responsibilities Agreement for Summer Internship Initiative Seaver College Student Responsibilities

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.

### **Print the following information**

Name \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Permanent Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

University Address \_\_\_\_\_ Phone \_\_\_\_\_

Major \_\_\_\_\_ Hours Completed \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date