

## INTERNSHIP CONTRACT (PPD 301, PPD 543 & MPL)

<b>Student Name:</b>		<b>USC ID No:</b>		<b>Concentration/Track:</b>	
<b>Major</b> (please check one box): <input type="checkbox"/> <b>PPD (PPD 301)</b> <input type="checkbox"/> <b>MPA (PPD 543)</b> <input type="checkbox"/> <b>MPL</b> <input type="checkbox"/> <b>MPP</b> <input type="checkbox"/> <b>MHA</b>		<b>Professor</b> (for PPD 301 or PPD 543 only):		<b>Internship Semester/Year:</b>	
<b>Address:</b>			<b>USC Email</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Phone:</b>		
<b>Name of Agency/Organization:</b>			<b>Website Address:</b>		
<b>Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Supervisor Name:</b>		<b>Supervisor Title:</b>			
<b>Email:</b>		<b>Phone:</b>		<b>Fax:</b>	
<b>Position student will hold:</b>			<b>Total # of hours student will work:</b>		
<b>Start Date:</b>	<b>End Date:</b>	<b>Internship Status</b> (check one): <input type="checkbox"/> <b>Paid</b> <input type="checkbox"/> <b>Unpaid</b>		<b>Hourly Wage</b> (if applicable):	
<p>An internship provides actual work experience with an employer and may be completed during an academic semester or over the summer. Internships give students an opportunity to observe and participate in the workplace. A professional internship should meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Offer the opportunity to work on a specific project with a designated manager/supervisor.</li> <li>• Provide training, either 'formal' or 'on-the-job.'</li> <li>• Participate in rotational assignments through different departments to gain an understanding of the "big picture."</li> <li>• Network with other members of the organization.</li> <li>• Receive performance feedback and mentoring.</li> </ul>					
<b>This internship is designed to provide opportunity to:</b>          					
<b>Brief description of position, including duties, assignments etc:</b>          					

**CONTRACT ACCEPTANCE:**

Contract must be filled out completely with detailed information, otherwise contract will be returned for additional information.

**WORK SCHEDULE:**

The work schedule is to be arranged by the intern and the supervisor. The supervisor and the intern will take into consideration the organization's regular business hours and the interns' class assignments in determining the work schedule. The intern is required to keep a log of the hours worked during the internship and the supervisor must sign the log at the conclusion of the internship.

**DIRECTIONAL SUPERVISION:**

The supervisor will confer on a regular basis with the intern to give directions and aid, and to review the status of the assignment(s). The supervisor will also provide the intern with administrative training and an overview of the general operations of the organization.

**LIABILITY:**

**Student:** As a participant in the internship program, I am participating in this program voluntarily, and I agree that I will not hold the University of Southern California, its officers or agents liable for any injury that I may sustain in this capacity. I hereby release the University of Southern California and the Price School of Public Policy from any liability whatsoever for damages to my person or property incidental to my participation in this internship.

**Employer:** I understand there are Federal and State laws, rules, regulations, guidelines and standards which determine whether interns should be paid at least the minimum wage and overtime, including, but not limited to, the Fair Labor Standards Act, for the services that they provide to "for-profit" private sector employers. In addition, I understand that my organization is solely responsible for complying with all applicable law.

By hosting an unpaid internship with the Price School on behalf of my organization, I acknowledge that I reviewed all applicable Federal and State laws, rules, regulations, standards and guidelines that apply to the State in which the unpaid internship will be based and in the State in which the organization is domiciled, and warrant that the organization's unpaid internship meets all applicable requirements and standards. For more information visit the Federal Department of Labor's Fact Sheet (<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>) or speak to your Human Resources and/or Legal departments.

**EVALUATION/TRAINING:**

The supervisor must complete an evaluation at the conclusion of the internship to assess the intern's on-the-job performance and the achievement of the internship goals. Sponsoring organization/Supervisor acknowledges that internships are designed for the benefit and training of students, and confirms that the program complies with all applicable state and federal laws.

Student Signature:	Date:
Supervisor Signature:	Date:

**PLEASE ATTACH A CURRENT RESUME &  
RETURN FORM BEFORE START OF INTERNSHIP TO:**

Office of Career Services  
In Person: VKC 382  
Email: [price.careers@usc.edu](mailto:price.careers@usc.edu)

**Note:** You will be contacted by the Office of Career Services within 7-10 business days if your contract has been approved. An Internship Log of Hours and Supervisor Evaluation must be returned to Career Services at the completion of the internship.

FOR OFFICE USE ONLY		
<b>CAREER SERVICES</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Data Entry:
Signature: _____	Date: _____	Email Date:
<b>PROGRAM ADMINISTRATORS (AS NEEDED)</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Sent:
Signature: _____	Date: _____	Received: