**Template for Internship Letter**

*This letter should be on company/organization letterhead and must be completed by the supervisor at the placement site and accompany the internship contract. Both must be submitted before the student may register for the internship course. Please follow the template below. Feel free to include any other information that you deem relevant to describing the internship. By signing this letter, the supervisor agrees to provide evaluation of the intern at midterm and at the end of the semester.*

**(Date)**

To Whom It May Concern:

**(Student Name)** will intern for **(Name of Agency, Group, Association, or Company)** for **Spring/Summer/Fall** semester **(year),** beginning **(supply start date during the first week of the semester)** and ending **(supply end date during the last week of the semester)**. **(She/He)** will work for a minimum of 10 hours per week for at least 14 weeks, for a total of 140 hours over the course of the semester.**\*** ***(If this is a summer internship, please substitute* a minimum of 17.5 hours per week for at least eight weeks*.)*** The student will work **(days of the week)** and **(specific hours)**. Duties will include, but may not be limited to, the following: **(Please list duties here)**

As a learning environment, the internship will provide **(Please describe what you expect the student to gain from the internship and how the internship site will act as a learning environment)**.

I will report on the student’s work performance at the mid-point of the semester and at the completion of the internship, taking into consideration quality of work, timeliness, and efficiency. The student’s progress at the internship will be regularly monitored and evaluated by **(Please include a description of how the student will be evaluated on-site on an ongoing basis. This might take the form of weekly or bi-weekly meetings, reports from the intern to the supervisor, or a more formal method specific to the workplace.)**

Sincerely,

**(Name**

**Title**

**Address**

**Telephone**

**Email Address)**

**\*(If the internship schedule will necessitate more work at particular times during the semester, modifications to the 10 hour per week requirement are allowable. These must meet with prior approval. If this is the case, please have your prospective intern contact his/her advisor or coordinator, who will seek approval from the instructor for the course. Please note that the intern will still need to meet the minimum of 140 hours for the semester.)**