

Internship/Fieldwork Offer Letter Guidelines

The sponsoring organization's Internship/Fieldwork offer letter **MUST**:

- Be on company or organization letterhead.
- Include the opening paragraph of the template below (or alternate wording with similar meaning).
- Contain all of the required information outlined in the template below in list or paragraph format.

<<Company Letter Head>>

Date

Dear *(Student's Name or Middlebury)*

The *(company/organization)* would like to offer *(student's name here)* an internship/fieldwork position. The *company/organization* will provide the student an educational, work-based learning experience directly related to the student's major field of study, fulfilling the Internship/Fieldwork course requirement.

Below is the information about the position and our company/organization:

1. Student Legal Name (First and Last Name)
2. Company/Organization Name
3. Company/Organization Address
4. Student's Position Title
5. Detailed Position Description *including clear descriptions of student's role, responsibilities, and duties, as it relates to their field of study. (In addition, feel free to attach a job description.)*
6. Dates of Employment – **must be within the dates of the student's Fieldwork course for the specific term.**
 - Start Date
 - End Date
7. Number of Hours per week
8. Supervisor's Name
9. Supervisor's Job Title
10. Supervisor's Email
11. Supervisor's Telephone
12. Please explain how you intend to assess the student's engagement with and attainment of learning objectives.

If the student will be working at a location OTHER THAN the company address indicated in Item #3 above, please provide the following information:

13. Indicate the physical location where the student will be doing the internship/fieldwork experience:
 - Working off-site, at an approved worksite location of the company (i.e. branch location)
 - Working remotely at an off-site location either in the U.S. or abroad, location determined by student.
14. Student's Physical Worksite Name:
15. Student's Worksite Address:

[Employer/Supervisor Signature- handwritten or electronic signature]

[Employer/Supervisor Full Name]

[Employer/Supervisor Official Title]