

Internship/Fieldwork Offer Letter Guidelines for Middlebury fieldwork course approval

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 the information outlined in the template below in list or paragraph format.*

Why is this information required and how is it used?

Middlebury uses the information to approve enrollment in a summer fieldwork course for credit. **All information outlined in the template below is required.** If any information is missing, Middlebury will ask the student to contact their hiring organization for an updated letter.

This template serves as a guide and is not intended to replace an official offer letter provided to the student from their hiring organization. We recommend that a hiring organization issue two separate letters to a student – an official offer letter, providing details to the student about their offer, AND the Internship/Fieldwork Offer Letter, providing details about the experience to meet specific criteria for the approval process. A hiring organization can choose to issue one letter; however, it must contain all the information in the template. Middlebury does not need salary information, confidentiality statements or non-disclosure agreements.

Fieldwork Course Requirements

This course requires students to submit weekly reflection papers, which focus on how the student is using skills obtained through their studies, in a real-life experience. These reflections allow a student to take inventory of the skills and knowledge they have gained during their degree program and identify how they are applying them in the fieldwork/internship setting. It also offers them a chance to document their learning and consider additional skills they wish to obtain.

Failure to submit the required weekly reports will lead to withdrawal from the course, ultimately ending the student's off-campus employment authorization. If a company has the student sign a Non-Disclosure Agreement (NDA), the student must still submit weekly reflection reports and should be able to do so without violating the NDA agreement.

Remote Internships

Given the situation with COVID-19, we anticipate that students might start their internship remotely or remain remote for the duration of the experience.

For "remote" internships, it is the organization's responsibility to communicate their expectations as to where the student can physically perform the internship work and whether the organization requires the student to be physically present in the U.S.

Internship/Fieldwork Offer Letter Template for Middlebury course approval

<<Company Letter Head>>

Date

Dear *(Student's Name or Middlebury College)*

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, *(major area 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]