



Activity Letter (to be completed by internship organization or internship supervisor)

Student: Please have your internship organization (or program director/internship supervisor) provide a letter confirming your internship offer. The letter must include the information below.

The organization letter should be on company letterhead and must contain the following information:

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.
 - a. Start Date
 - b. 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 experience is remote, please explain how the student will be assessed via electronic means).

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:
 - a. Working off-site, at an approved worksite location of the company (i.e. branch location)
 - b. 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:

Letter must also contain:

- Employer/Supervisor Signature- handwritten or electronic signature*
- Employer/Supervisor Full Name
- Employer/Supervisor Official Title