



Congratulations, [Student name]!

In collaboration with the University Career Center and the University Professional Internship Program, I am pleased to offer you an internship as [title of position] for [semester] with [department name]. Upon acceptance, your internship will become effective [starting date]. I am excited to serve as your supervisor and mentor.

As discussed, you are expected to work [specify 10 to 15] hours per week during the [semester] semester at the rate of \$10 per hour to be paid monthly via direct deposit. Once you begin, we will discuss topics including standard expectations for successfully completing this internship, how to report your hours, requests for time off, and where you will work within the office. In the meantime, you might consider talking with your academic department about registering this internship for academic credit.

Please note that you cannot begin work until after your hiring paperwork is completed and processed by HR. You will be asked to visit Teresa Shook in HR, located in the King Building, to submit an I-9 form and provide other documentation for your hiring packet [see Human Resources for more on this].

The University Career Center will also be contacting you regarding internship orientation and regular professional development requirements through the University Professional Internship Program. Be sure to regularly monitor their UPIP website for details.

Please confirm your acceptance of this offer under the terms described by returning a signed and dated copy of this letter to our office no later than [date]. Please feel free to contact us with any questions you have.

Congratulations again and we look forward to providing you with an engaged learning experience!

Thank you,

[Mentor name]

[Department contact information]