

## The Tinsley Public Service Internship Award Employer Letter of Commitment

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ YOG: \_\_\_\_\_

Major: \_\_\_\_\_ Minor/Concentration: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ (Internship Employer/Organization) has offered the internship position of \_\_\_\_\_ (position title) for the period of (start date/end date) \_\_\_\_\_.

The internship should be a practical work experience 10-15 hours per week for 13 -15 weeks (over one semester) in which 3 credits (135 clocked hours or 45 per credit) are awarded. The internship site must comply with the following criteria:

- 1) Be an established business/organization that has been in operation for at least one year.
- 2) Be located and conduct business in commercially zoned office space.
- 3) Provide an on site supervisor, required at all times for each intern.

In addition, the internship must adhere to the following guidelines:

1. **JOB DESCRIPTION:** Employers/organizations must provide an academically qualified, professional level work experience related to the student's major. The site supervisor provides a written job description of meaningful, career-related responsibilities and/or projects assigned prior to the student starting his/her internship. The job description will bridge the link between academic theory learned in the classroom, and practical, hands-on work experience.
2. **TRAINING:** A training or orientation session at the beginning of the internship is required along with weekly or daily supervision provided by the site supervisor/mentor.
3. **EVALUATION:** Students should be provided with a written letter of evaluation at the conclusion of their internship. Many, but not all, of the academic departments at BSU will mail a site supervisor a student intern evaluation two weeks before the completion of the internship. We ask that you properly review and evaluate the intern(s) performance and mail the evaluation back to the designated faculty internship supervisor on campus.
4. **SAFETY:** The internship employer/organization site supervisor is responsible for informing student interns about any and all company/organizational guidelines, policies and any safety issues prior to the students' start date. Employers agree to provide the same consideration of health, safety and working conditions accorded permanent employees.

Name of Site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Signature \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Employer/Organization Internship Job Description Attached**