Dear Internship Supervisor,

Thank you for sponsoring an internship for a Drew student. The Academic Internship Program at Drew allows students to receive credit for certain types of off-campus work related to their academic or career interests. Internships are an attempt to relate theory and practice through active participation in an organization and reflection on the experience in a written academic paper.

We ask that you consider an intern a temporary staff member with responsibility for functions within your organization. Credit is not allowed for simply observing regular employees. While students are encouraged to be as independently responsible as your circumstances permit, adequate supervision is essential so that the student's performance can be evaluated.

When you agree to sponsor an intern, the responsibility of the job supervisor is to:

1. Read and sign the student's Learning Contract before the project begins. The contract details the goals and objectives of the project, explains how the project involves responsibility within the organization, and demonstrates relevance of the project to studies at Drew.
2. Complete evaluation forms both **midway** through the project and at the **end** of the student's experience.
3. Verify the number of working hours by signing the student's time sheet at the mid-term point and also at the end of the student's experience. To receive credit, students must complete a minimum of 140 working hours (4 credits) or 70 working hours (2 credits).
4. Enable student interns to develop and practice skills used by professionals in the field.

Please visit our web site at [www.drew.edu/career/internships](http://www.drew.edu/career/internships) for additional information.

Thank you. I look forward to working with you.

Sincerely,

**Bill Hinman**

Bill Hinman
Academic Internships/FCSP
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