

MOUNT HOLYOKE.
CAREER DEVELOPMENT CENTER

Phone 413-538-2080 / Fax 413-538-2081 / Email CDC@mtholyoke.edu
www.mtholyoke.edu/go/cdc

You have been asked for a letter verifying that Mount Holyoke College will award you credit for your internship experience. Please follow the directions below.

Directions: Please complete all **bolded** items in the body of this letter. Once you have completed these fields, email this letter to your faculty sponsor for his/her signature. In your email, ask your faculty sponsor to print this letter on his/her department's letterhead, sign it, and return it to you. Forward a copy to the Career Development Center c/o Kathy Kirby. Keep a copy for yourself. Mail original signed copy to your internship site to which you are applying.

[Internship Sponsor/Coordinator, Title]
[Business Address]
[Business City], [Business State] [Business zip/country code]
[Business Country (if outside US)]

[Date]

Dear **[Internship Sponsor/Coordinator]**:

On behalf of Mount Holyoke College, I am writing to inform you that **[Student Name]**, who is applying to your organization to establish an internship, is a student in good academic standing.

Upon fulfillment of the requirements of the process for the Internship Program **[Student Name]** will receive official recognition from Mount Holyoke College as she is registered for an independent study under my supervision for the term subsequent to her internship. Independent study with a practicum component is how Mount Holyoke awards “credit” for an internship experience. In order to have a qualified internship experience, students are required to complete a minimum of 8 hours per day and a minimum of 240 hours for a summer experience; a minimum of 120 hours for a semester experience and a minimum of 80 hours January (JTerm) experience.

I would like to thank you for considering **[Student Name]**’s candidacy for your internship program. We are grateful to you for offering your services to help facilitate a valuable internship experience for a Mount Holyoke woman. This experience will be an important supplement to her educational experience.

If there is additional information that you require, feel free to contact me **[email contact information]** for more information.

Thank you very much for your assistance.

Sincerely,

[Faculty Sponsor’s Name]

Cc: Kathy Kirby
Career Development Center