



## **Smith College's Summer Internship Funding Program**

### **To be completed by the Internship Supervisor**

Please describe the projects that your Praxis intern will be working on in as much detail as possible. How will her time be divided among different tasks?

Please describe how your Praxis intern will be supervised and evaluated throughout her appointment. What kind of meetings will she attend with you or other members of your staff?

Does your institution have a formal internship program set up? If so, does the program have a website? Please include the URL.

*Please draft your letter on official letterhead or in the body of an email and submit it directly to your Praxis intern.*

### **If you have any questions about the Praxis funding process, please contact:**

Praxis

Smith College Career Development Office

84 Elm Street, Northampton, MA 01063

Phone: 413.585.2582

Email: [praxis@smith.edu](mailto:praxis@smith.edu)

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