Dear Internship Supervisor,

We are delighted that you have chosen a Smith College student to work for you this summer as an intern. This is a special opportunity for her to apply her theoretical knowledge in the “real world” and to explore career options. We are confident that you will enjoy working with her.

Your intern has been awarded a stipend through Smith College’s summer internship funding initiative, “Praxis: The Liberal Arts at Work”. Praxis stipends are given to qualified students with substantive and promising summer internships such as the one you are sponsoring. Funding decisions are made by faculty and staff. Praxis interns are expected to work a minimum of 220 hours at their internships.

At the end of your student’s internship please submit a letter on official letterhead, email to praxis@smith.edu, or fax a letter to (413) 585-2596 containing the following information about your intern: 1.) A confirmation that the intern worked a minimum of 220 hours 2.) Your comments on the intern’s work performance. Please know that without this confirmation your intern will be unable to receive the final payment of the grant, and may result in the reimbursement to the college for the full amount of the stipend. The deadline to submit the final confirmation is August 31, 2016.

Your letter is an essential piece in our follow-up of internships performed by our Praxis-funded students. A student cannot receive the final payment of her Praxis stipend until your letter is received.

We have also asked all our students with Praxis summer internship stipends to complete “learning contracts” at the beginning of their internships. Students often find that these documents are useful in helping them clarify what they may expect from the internship and what will be expected of them. Would you mind taking a few minutes with your intern to look over this contract, and to make sure that it reflects the main features of her internship?

We are the most grateful to you for your cooperation in both these matters.

Thank you very much for selecting a Smith student as a summer intern. We are so pleased that our students are able to work with organizations such as yours, where they can contribute their skills while observing and learning from knowledgeable and dedicated professionals.

Sincerely,

Stacie Hagenbaugh, Director
Lazarus Center for Career Development
Smith College