Dear Internship Supervisor,

We are delighted that you have chosen a Smith College student to intern for you this summer. This is a special opportunity for the student to apply theoretical knowledge in the “real world” and to explore potential professional pathways.

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

**Verification of Internship Completion**
At the end of your student’s internship, please submit a letter on official letterhead, an email to praxis@smith.edu, or a fax to (413) 585-2596 containing the following information:

1) A confirmation that the intern worked a minimum of 220 hours
2) Your comments on the intern’s work performance.

Without this verification, your student intern will not receive the final Praxis payment, and it may result in the reimbursement to the college for the full amount of the grant.

The deadline to submit your verification is August 31, 2020.

Your letter is an essential piece in our follow-up of Praxis-funded internships. Students cannot receive their final Praxis payment until your letter has been received.

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