



To: Academic Internship Supervisors for Trinity Students

Dear Intern Supervisor,

On behalf of our Trinity Interns, I want to thank you for considering to support our student with their major related academic internship requirement. At Trinity we believe internships are a vital experience in each student's professional development and we appreciate your partnership. This letter provides basic information about our academic internship program.

Most students in the College of Arts and Sciences are required to complete a credit bearing academic internship course and perform **100 paid or non-paid hours of service** in the workplace during the semester. Each major has a different internship course with learning outcomes aligned to the professional field of work. Classes meet once a month, the date and time varies based on the academic course. Interns are responsible for giving you notice of time and dates when the seminar will meet and when evaluations and timesheets are due.

To document work hours, we ask the Internship Supervisor **to sign monthly timesheets** recording hours of service. We also ask that you complete **two brief checklists which we will provide** to evaluate the intern's performance during the **midterm** and **final** timeframes which contribute to the student's overall final grade for the respective internship course.

If you decide to hire our student, they will ask you to sign Trinity's **Academic Internship Form** which should be completed collaboratively between the student and Internship Supervisor. This form will include a description of the tasks and responsibilities that the student will complete during the semester-long internship. Interns should be engaged in activities that enhance their professional skills, academic learning and help them prepare for future employment opportunities. Some other tasks may include conducting research, shadowing leadership in the organization, and participating in training to expand their knowledge. Please note that the expectations may vary based on the faculty supervisor so you should contact them directly with any specific questions.

The Academic Internship form and brief evaluation checklists should be completed electronically via Trinity's primary career management platform, [Handshake](#).

We greatly appreciate your organization's support of our goal to provide students with experiential learning opportunities in professional work environments. Research suggests that internships are extremely valuable to a student's future career success.

Please contact the student or faculty supervisor if you have any further questions.

With sincere appreciation,

Trinity Faculty Supervisor and Office of Career Services