



## To: Academic Internship Supervisors for Trinity Students

Dear Intern Supervisor,

Thank you for supporting our Trinity students with their academic internship requirements. At Trinity, we value internships as crucial to students' professional growth and appreciate your partnership.

This letter outlines key details about our internship program. Most College of Arts and Sciences students must complete a credit-bearing internship, involving **100 hours of paid or unpaid work** each semester. Each major's internship course has specific learning outcomes and meets monthly. Interns will inform you of seminar schedules and deadlines for evaluations and timesheets.

Please keep track of the student's hours via timesheets to ensure the 100-hour requirement is met. You will also need to complete [two electronic evaluations](#)—one midterm and one final—through Trinity's Office of Career Services to assess the student's performance and skill application.

Interns are expected to participate in activities that build their professional skills, academic knowledge, and future career prospects. This might include conducting research, shadowing organizational leaders, and engaging in training opportunities. Expectations can vary based on the faculty supervisor, so please contact them directly with any specific questions.

If you hire our student, they will request you to complete the **Trinity Academic Internship Form** on Handshake, detailing their tasks and responsibilities.

Both the Academic Internship Form and evaluation checklists are completed electronically via Handshake. Creating an employer account is not required.

We deeply appreciate your support in providing valuable experiential learning opportunities. For further questions, please reach out to the student or faculty supervisor. Trinity Office of Career Services can be reached at [careerservices@trinitydc.edu](mailto:careerservices@trinitydc.edu). Additional resources can be found on the career services website under [Resources for Employers: Internship Information](#).

Sincerely,

Trinity Faculty Supervisor and Office of Career Services