

«Date»

«Supervisor»
«SupvAddress»

Dear «Salutation»:

«Firstname» «Lastname» has advised me that you have accepted him as an intern with the «Site» from «Begin», 2004 to «End», 2004. «Firstname» has advised me of the type of learning experiences he will pursue while working with your office. The responsibility rests with him to document and to justify what he has learned during this experience. This documentation consists of a monograph which stipulates what he has learned in this educational environment. The justification of this experience is an oral defense of his monograph. Additionally, he has the responsibility of writing to me weekly advising of his progress on the internship.

To assist in my evaluation of «Firstname», I will need a response to four questions at the completion of the internship. The questions are:

1. What are the normal requirements of the position in which the student was placed?
2. What are the specific duties that the student performed in each job setting?
3. What are the developmental areas «Firstname» was successful in mastering in relationship to the change in his responsibilities during the internship?
4. What growth has he displayed during the placement experience?

If I can provide you with any information on our internships, in addition to our policy which I have enclosed, please feel free to contact me.

Sincerely,

«FacultyCoordinator»
Criminal Justice Department

gk

Enclosure: Internship Policy

cc: «Firstname» «Lastname»
«StudAddress»