Dear Internship Site Supervisor:

Thank you for your interest in working with a Brandeis University student intern. I am confident that you will have a mutually beneficial experience and look forward to building a productive partnership with you and your organization.

Brandeis University recognizes internships in many ways and this letter serves to explain how undergraduates may note internships on their academic transcripts. You and the student should work together to choose which option best satisfies your internal requirements and ensure that all necessary paperwork is processed with the University.

For each Internship experience, Brandeis University undergraduates are eligible to receive either:

<table>
<thead>
<tr>
<th>Transcript Notation</th>
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<tr>
<td>Internship (name of the organization, location, and semester) appears on the official University transcript.</td>
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<tr>
<td>Student does not receive academic credit.</td>
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1-credit (summer course only)
Student receives 1 academic credit for internship, after completing a series of directed reflections graded by faculty member.

4-credits (spring, summer & fall)
Student receives 4 academic credits after completing significant academic and direct work with a faculty member. Credits may be earned during or after the internship.

**Student Intern Responsibility:**
- Complete Learning Agreement with faculty (before the internship)
- Complete all necessary academic components (for credit-bearing internships only)
- Submit a Post-Internship Evaluation (after)

**Internship Supervisor/Site Responsibility:**
- Provide a learning experience of at least 100 hours total over at least 5 weeks
- Provide supervision, guidance, and feedback to student throughout his/her learning
- Complete the Supervisor Evaluation at the end of internship (after)

The student must take initiative and register his/her internship with the University. All of our information is found on-line at [www.brandeis.edu/internships](http://www.brandeis.edu/internships), including forms, instructions, and contact information.

Again, thank you for hosting a Brandeis University intern.

Sincerely,

Elaine Wong
Senior Associate Dean of Arts and Sciences