World-of-Work (WOW) Internship Program

Employer Letter of Offer

ABOUT THE PROGRAM
The Hiatt Career Center's World-of-Work (WOW) Internship program provides financial support to Brandeis University students pursuing unpaid summer internships. This program makes it possible for students to explore careers about which they are truly passionate and to learn and grow as young professionals. At the same time, host organizations benefit from the substantial and creative work that highly-qualified and committed interns can provide at no cost to them.

The student application deadline is 12noon on March 29, 2017.

LEARNING GOALS
The program expects students to identify a set of specific learning goals for their internships that are reflected both in their choice of internship site and the activities they hope pursue there. Students should share these goals with the internship site in order to create a mutually agreed-upon set of objectives. WOW program learning goals fall into the following areas:

- Academic learning: apply classroom learning to real-world settings.
- Career exploration: provide substantive responsibilities allowing students to explore a field and obtain workplace experience.
- Industry knowledge and skill development: gain industry-specific knowledge and career-building skills to support students' career development.

HOW EMPLOYERS PARTICIPATE
As part of the application process, students are asked to submit an Employer Letter of Offer from their proposed sponsor/supervisor outlining the activities and projects at the organization in which the student will be involved and how the intern will be supervised or mentored during the period. The more specific the contents of this letter, the better able the selection committee will be to learn about the match between the student’s goals and the internship site, increasing the likelihood that you will receive a WOW Fellow.

The Hiatt Center would appreciate receiving a letter – on your organization’s letterhead – addressing several important areas. Prior to creating this letter, you and the student should have discussed the student’s objectives and goals, as well as your organization’s needs and interests, and have agreed to the details outlined in this letter.

THE LETTER OF OFFER
Kindly confirm that you have offered the student an unpaid summer internship, including:

- the start and end date for this experience
- the number of hours the student will work per week.

Please describe:

- your organization and your division/department responsibilities
- the specific work the student will be performing, including any projects, during the internship.
- how this internship experience incorporates the student’s learning objectives that he/she has shared with you.
- how this student will be supervised to use his/her skills and interests to the fullest capacity, including the contact information for the internship supervisor.
NEXT STEPS

Feel free to discuss the contents of the letter with the student as you shape the details of the internship to match his or her learning goals and your organization’s needs and interests.

When complete, please send the letter to the student well in advance of the deadline so that he or she can submit it with all other application documents.

The student deadline is by 12:00 noon on March 29, 2017. That means that the student should have your Letter of Offer in his/her possession at least a few days prior to this deadline.

If you have any questions, please contact Jackie Blesso, Senior Assistant Director of Career Development, Hiatt Career Center, Brandeis University: blesso@brandeis.edu or 781-736-3618.

Thank you for supporting this student’s exploration and the Hiatt Career Center’s WOW Internship Program at Brandeis University.