

Brandeis University World of Work (WOW) Fellowship Employer Letter of Offer Details

ABOUT THE PROGRAM

The Hiatt Career Center's World of Work (WOW) Fellowship supports undergraduates who pursue unpaid summer internships. The competitive program helps reduce financial obstacles for students so they can follow their interests, explore career fields, and gain new skills. As a host organization, you can benefit from the substantial and creative work that highly qualified and committed interns can provide.

LEARNING GOALS

Students are asked to identify learning goals for their internships that are reflected both in their choice of internship site and the activities they hope pursue there. WOW program learning goals may include:

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

THE LETTER OF OFFER

As part of the application process, students are asked to submit an Employer Letter of Offer. The more specific the letter, the better able the selection committee will be to learn about the match between the student's goals and the internship site. Before creating the letter, we hope you and the student have had an opportunity to discuss 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.

Students are asked to provide a letter of offer that includes the following:

- Dates of the internship (which must be at least 8 weeks and 200 hours)
- Confirmation the internship is unpaid
- Intern responsibilities in detail
- Acknowledgement and support of the intern's learning goals
- Details on how the intern will be supervised
- Preferably be on company letterhead, signed by your supervisor

The student will then submit their completed application and expect to be notified in mid-April.

If you have any questions, please contact the Hiatt Career Center HiattCenter@brandeis.edu. Thank you for being part of this process and supporting outstanding Brandeis talent!