**SAMPLE EMPLOYER LETTER**

**(Letter must be written on company letterhead with name and address)**

**\*For all bolded, underlined phrases please replace with specific information\***

**Date**

Should you have any questions or concerns throughout the semester, please contact:

Deborah D. Wright, Psy.D., Assistant Teaching Professor, Business

Faculty Internship Supervisor: ddw14@psu.edu or 267.633.3320

Dori Dunkle, Career Counselor, Career & Professional Development

Internship Counselor: dmc5886@psu.edu or 215.881.7574

**Student Name**

**Student ID#**

Dear Dr. Wright & Ms. Dunkle:

This letter serves as official notice that we have offered **Student Name** an internship position for the **Fall/Spring/Summer Year** semester. The position will be structured to accommodate receiving 3 credits. The internship will begin on **date** and end on **date**, totaling 300 hours.

Duties will focus on the following: (List all business-related activities and learning objectives in bulleted format)

**Job Duty #1 & Learning Objective(s)**

**Job Duties #2 & Learning Objective(s)**

**Job Duties #3, 4, etc. & Learning Objectives**

If you have any questions pertaining to the internship position, please do not hesitate to contact me at **employer phone number and/or email address**.

By signing here, I also certify that I am not a parent or guardian of this student intern.

Sincerely,

**Supervisor’s PHYSICAL signature**

**Supervisor’s Name**

**Title**

**E-Mail**

**Phone Number**

**Business Internship Program- Goals & Learning Objectives**

**Reference Sheet Only – Not to be included with employer letter**

 (This page is used for reference of what the student should be learning during the internship. Please consider these learning objectives when listing the duties on Page 1)

**Effective Communication** (Writing and Speaking)

* Formulate thoughts and ideas in written and oral business communication in ways that can be clearly understood by a target audience.
* Select, extract, and reference relevant information in response to business communication objectives (Research Skills).
* Convey ideas in clear, persuasive, concise and coherent writing.
* Make oral presentations that are clear, persuasive, concise and logical.

**Critical Thinking & Effective Decision Making**

* Structure, synthesize, analyze, evaluate, and summarize information, interpret the results of analysis, and transfer these skills across different business settings.
* Creatively and critically identify problems and multiple solutions (Research Skills).
* Generate multiple alternatives and assess implications thereof (Creativity).
* Apply quantitative and qualitative methods, interpret results, solve, and evaluate decision efficacy utilizing appropriate technologies.
* Identify logical strengths and weaknesses in arguments.

**Global and Diverse Perspectives**

* Respect and appreciate cultural and individual diversity.
* Analyze and understand local and global business dynamics and etiquette.
* Demonstrate awareness of and sensitivity to culturally determined norms.
* Demonstrate awareness of the effect personal values may have on intercultural communications and relationships.

**Teamwork and Leadership**

* Implement team and leadership skills within an organization.
* Demonstrate ability to collaborate with others.
* Demonstrate ability to lead a team effectively.
* Utilize effective group dynamics techniques.

**Knowledgeable Practice**

* Demonstrate core business competencies.
* Demonstrate fundamental knowledge of accounting, finance, information systems, management, marketing, operations, supply chain management, and the legal, ethical, and social implications of decision-making.
* Demonstrate functional knowledge within their option specialty.