SAMPLE EMPLOYER LETTER

**(Letter must be written on company letterhead)**

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

**Date**

Penn State Abington Criminal Justice Internship Contacts:

Patricia Collins, Assistant Teaching Professor | pxc36@psu.edu

Career and Professional Development | internships-ab@psu.edu

**Student Name**

Dear Ms. Collins & CPD Staff:

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 200 hours.

Duties will focus on the following (list all Criminal Justice-related activities):

**Job Duty #1** **(see attachment for examples)**

**Job Duty #2, 3, 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 Signature**

**Supervisor’s Name**

**Title**

**Email**

**Phone Number**

**Criminal Justice Internships**

**Penn State University**

**Abington College**

Criminal Justice majors are required to secure an internship placement toward degree completion. Some suggestions regarding student participation may include, but are not limited to the following:

* Interacting with clients
* Report writing
* Assisting in research projects
* Observation of activities within the agency
* Participation in activities where feasible

In general, students should observe the professional work of an agency and to the extent possible, participate in the agency’s work. While it is recognized an intern may be asked to answer phones, and perhaps provide the agency with some other administrative assistance, it is important to recognize these types of tasks should be the exception rather than the rule.