

Congratulations, _____!

In collaboration with Career Services and the University Student Employment Program, I am pleased to offer you a StuPro internship position as (title of position) for AY 2016-2017 with (department name). Upon acceptance, your internship will become effective (starting date). I am excited to serve as your supervisor and mentor.

As discussed, you are expected to work (number) hours per week during the semester at the rate of \$10 per hour. Once you begin, we will discuss topics including standard expectations for successfully completing this role, how to report your hours, and where you will work within the office.

Please note that you cannot begin work until after your hiring paperwork is completed and processed by Student Employment. You will be asked to visit Jan Stovall, Associate Director of Student Employment, located in the Administration Building #349, to submit and provide documentation for your hiring packet.

Career Services will also be contacting you regarding your required participation in professional development programming and the StuPro orientation session through their office.

Please confirm your acceptance of this offer under the terms described by returning a signed and dated copy of this letter to our office or by email no later than (date).

Please feel free to contact us with any questions you have. Congratulations again and we look forward to providing you with an engaged professional learning experience!

Thank you,
(Mentor name)
(Department contact information)