



WOOSTER

Career & Experiential Education

Summer Micro & APEX Fellowship Internship Agreement Directions

Directions for Student

To be eligible for a Fellowship, you must have an official offer from your Host Organization (HO). Please communicate with your HO ensure the letter is correct and uploaded to your application prior to the deadline.

1. Provide HO with the directions below and sample letter as a guide.
2. Explain which Fellowship you are applying for, the application deadline, and allowable start and end dates. These dates are all available on the website.
3. Read offer letter, make sure it has all of the elements (see below).
4. **Sign letter and upload** to your Fellowship application.
5. Send the signed agreement back to your HO to confirm your commitment with them.

Directions for Host Organization

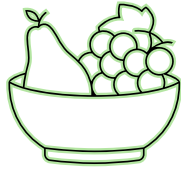
Thank you for agreeing to provide an internship for one of our students. To ensure that the student has the best possible experience and for our office to complete necessary bookkeeping, we need an official offer letter on organization letterhead with the following information. Please note, students will not be able to receive their funding if this is not uploaded with their fellowship application.

1. Must be on company letterhead
2. Statement of Offer
3. 5-10 tasks/projects the student will engage in while at internship experience
4. Total Number of Hours Expected
 - a. APEX Fellowship (225 hours over at least 6 weeks)
 - b. Summer Micro Fellowship (100 hours)
 - c. Winter Micro Fellowship (45 hours)
5. Start and End Dates
6. Whether the internship is on-site, remote, or a combination of both
7. Whether the student will be paid and if so, how much?
8. Space for student to agree to, sign and date agreement

Please review the sample letter of agreement for an idea of how to structure this letter. If you have any questions, please contact me at dkrain@wooster.edu. Thank you in advance for your assistance.

Denise Rotavera-Krain
Associate Director of Experiential Learning
Career & Experiential Education

SAMPLE LETTER OF AGREEMENT [Use Company Letterhead]



Feeding Wooster Food Bank

123 Tartan Terrace
New York, NY 12345
800-867-5309

March 3, 2026

Dear [Student Name]:

[Statement of offer]

I am pleased to offer you an internship at Feeding Wooster Food Bank. Per our conversation, you will be participating in the day-to-day operations of the food bank and shadow workers in a variety of departments. Specifically, you will do the following:

[3-5 specific tasks/projects]

1. Attend weekly staff meetings
2. Rotate shadowing between marketing, development, and logistics
3. Participate on a team preparing for a major fundraising event occurring on New Years Eve
4. Assist with packaging Holiday meal kits
5. Other duties as assigned
6. Etc.

[start & end date, total number of hours, on-site/remote)]

Your start date is Monday May 18, 2026, and you will complete 60 hours by Friday January 9, 2026. This is an in-person only internship.

[payment amount or unpaid]

While we cannot pay you an hourly rate for your time working, we can provide you with a small stipend of \$100, payable upon completion of internship.

To acknowledge your commitment to interning with Feeding Wooster Food Bank, please return this signed agreement to my attention by [date] March 13, 2026.

On behalf of the staff at Feeding Wooster Food Bank, we look forward to working with you.

Sincerely,

Olive Garlic

Olive Garlick
Executive Director

[Confirmation Space for Student]

I agree with the terms above:

[Student Signature]

[Print Student First & Last Name, Date]

Date: [October 25, 2025]