

Internship Offer

2023-2024 Academic Year

- *This form is to be completed, signed and submitted by the Internship Site Supervisor via DocuSign. It will be routed to the student for signature first, and then to the Berea College Office of Internships.*
- *Information should be specific, and all fields are required, unless specified as optional.*
- *The site supervisor may also attach an offer letter on company letterhead, or other documentation, as desired.*

Offer Made To

Student Name *(first last)*:

Offer Made By

Name of Organization:

Website:

Address*:

City/State/Zip*:

County:

**Please also provide address of student work location, if student will be working in person at a location/branch different from organization address shown above.*

Does the organization have non-profit status?

Supervisor

Supervisor's Name *(first last)*:

Supervisor's Title:

Supervisor's Email:

Supervisor's Phone:

Position and Hours

The organization is expected to provide the hours and work experience as described below, and the student is expected to work the full term of the specified start/end dates. Offers for less than 8 consecutive weeks and/or less than 300 total hours cannot be approved for academic credit (or funding, if applicable).

Type of internship (in-person or remote):

Internship Position Title:

Specific Start Date:

Specific End Date:

Hours per Week:

How many, if any, of these hours worked remotely?

Pay/Compensation *(complete only applicable fields)*

Paid/hourly *(hourly amount)*:

Other forms of compensation provided:

Berea College Internship Program

phone (859) 985-3656; email internships@berea.edu; web www.beyondberea.org

revised August 2023

The organization requires the following prior to the start date

(i.e., background check, immunizations, drug screening, affiliation agreement, etc.)

Description of Duties, Projects and/or Research

Does your organization have policies in place that prohibit completion of external performance evaluation requests?

If yes, what are you authorized to provide that indicates the student successfully completed the internship experience?

Optional: You may additionally attach an offer letter on your company letterhead, or other documentation, to supplement this form, if desired.

Offered by:

Supervisor Signature and Date

Offer Accepted by (*Pending Approval by the Internship Program Office*):

Are you an international/F-1 visa student working with CPT authorization?

Student Signature and Date