**INTERNSHIP LETTER**

*\*\*\*\* (****must be on Company letterhead****)* \*\*\*\*

*NAME OF COMPANY*

*ADDRESS OF COMPANY*

***DATE***

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

Patrica Collins, Professor, Criminal Justice

Faculty Internship Supervisor: pxc36@psu.edu or 215.881.7533

Tina Vance Knight, Director, Career & Professional Development

Internship Counselor: tmv111@psu.edu or 215.881.7512

Student Name

Student ID#

Dear Ms. Knight,

(For all bolded, underlined phrases please replace with specific information) 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 ***DATE*** and last ***NUMBER of Weeks*** totaling ***200 hours***.

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

***Job Duty #1*** *(see attachment for possible duties)*

***Job Duties #2, 3, etc.***

If you have any questions pertaining to the internship position, please do not hesitate to call me at ***employer phone number***.

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***

***E-Mail***

***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.