**SAMPLE EMPLOYER LETTER**

**(Letter must be written on company letterhead with name and address)**

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

**Date**

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

Michael J. Bernstein, Ph.D., Professor of Psychology and Program Chair, Psychological and Social Sciences, and Director of Research, Penn State Abington

Faculty Internship Supervisor: mjb70@psu.edu or 215.881.7479

Dori Dunkle, Career Counselor, Career & Professional Development

Internship Counselor: dmc5886@psu.edu or 215.881.7574

**Student Name**

**Student ID#**

Dear Dr. Bernstein & Ms. Dunkle:

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 business-related activities and learning objectives in bulleted format)

**Job Duty #1 & Learning Objective(s)**

**Job Duties #2 & Learning Objective(s)**

**Job Duties #3, 4, 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 PHYSICAL signature**

**Supervisor’s Name**

**Title**

**E-Mail**

**Phone**

**Psychological & Social Sciences Program**

**Goals & Learning Objectives**

**Reference Sheet Only – Not to be included with employer letter**

 (This page is used for reference of what the student should be learning during the internship. Please consider these learning objectives when listing the duties on Page 1)

**Knowledge and Application**

* Describe key psychological and sociological concepts and theories.
* Apply concepts and theories to empirical and real-life situations.

**Effective Communication (Writing and Speaking)**

* Communicate social scientific knowledge orally and in writing in a clear and accurate manner.

**Critical Thinking and Scientific Reasoning**

* Understand and utilize the scientific method and basic research methods.
* Demonstrate critical thinking in the analysis and evaluation of information to distinguish the scientific from the nonscientific.

**Ethics and Diversity**

* Evidence knowledge of and appreciation for cultural diversity and relativity in human experience, and for the complexity of human behavior and interactions
* Acquire an ethical lens that applies to concrete professional situations and broader issues in society and culture.

**PSS Program Level Assessment:**

**BA and BS Program Descriptions and Program Goals**

**Reference Sheet Only – Not to be included with employer letter**

**The Psychological and Social Sciences B.A. degree program** provides a broad theoretical and methodological foundation in the social and behavioral sciences. It leads to an understanding of human behavior and its influence upon society as well as group dynamics or the influence of social forces on individuals. The program is distinguished by its multidisciplinary course work, the supervised internship/field experience that applies classroom learning to real-world settings, and the foreign language requirements. Students will take courses in several of the social sciences: anthropology; education; human development and family studies; psychology; and sociology, and will benefit from the research expertise of program faculty. Upper level courses will incorporate issues such as mental health and counseling; professional ethics; life-span individual and family development; biological psychology; educational psychology; inequality and social problems; diversity and globalization; and anthropology. The PSS BA degree program is designed to prepare students for applied careers in a variety of fields such as human resources, law, social work, and mental health as well as for continued study in graduate or professional school.

For the B.A. degree in Psychological and Social Sciences, a minimum of 121 credits is required.

**The Psychological and Social Sciences B.S. degree program** at Penn State Abington provides a broad theoretical and methodological foundation in the social and behavioral sciences. It leads to an understanding of human behavior and its influence upon society as well as group dynamics or the influence of social forces on individuals. The program is distinguished by its multidisciplinary course work, the supervised internship/field experience that applies classroom learning to real-world settings, the year-long independent senior thesis requirement, and advanced course work in math and science. Students will take courses in several of the social sciences: anthropology; education; human development and family studies; psychology; and sociology, and will benefit from the research expertise of program faculty. Upper level courses will incorporate issues such as mental health and counseling; professional ethics; life-span individual and family development; biological psychology; educational psychology; inequality and social problems; diversity and globalization; and anthropology. While the PSS BS degree program can prepare students for applied careers in a variety of fields such as human resources, law, social work, and mental health, its emphasis on quantitative and qualitative research skills well positions a student for continued study in graduate or professional school.

For the B.S. degree in Psychological and Social Sciences, a minimum of 120 credits is required.