Dear __________________________,

(Agency Representative)

Thank you for your interest in supervising an intern from the Department of Modern Languages at Wright State University. The internship serves as the culminating experience for language majors/minors wishing to use their skills in a real-life setting. The student must complete 120 hours working in the internship setting. The objectives of the internship are to:

1. Provide the student with an opportunity to experience actual work conditions in a different setting under the supervision of professionals outside of the University (academic) environment.
2. Refine and gain confidence in their language skills developed in the _____________ language program.
3. Provide the opportunity to work effectively with professional colleagues.
4. Allow the student to assess personal strengths/weaknesses.

As the internship supervisor, we request that you do the following:

1. Provide professional guidance and direction relevant to the function of the agency’s programs.
2. Progressively lead the student into assuming increasing responsibilities.
3. Assist the student in achieving stated goals and objectives.
4. Provide the student with a written set of expectations and duties during the internship.
5. Conduct two formal evaluations of student performance during the semester.
The University will provide forms.
6. Maintain communication lines with the student and the university supervisor.

If you have any questions or concerns, please do not hesitate to contact me. Thank you, and I look forward to working with you in the future.

Sincerely,

Faculty Supervisor Name: ______________________________________________________

Signature: __________________________________________

Contact information: