**Internship Offer Letter Instructions**

Please submit an offer letter on organization letterhead or an email from the organization with the following information:

* Internship role and responsibilities (including duties, projects to be completed, deadlines, etc.)
* Number of weeks at internship site
* Number of hours per week at the internship site (Hubert Scholars are required to have **200** working hours at their internship site)
* Supervision to be provided (instruction, assistance, and consultation)
* Description of how intern's work performance will be evaluated.  
    
  *For any questions regarding the Internship Offer Letter, please contact Tomeka Stephens in the Office of Career Development - tstephens@agnesscott.edu*

*\*If your offer letter is in the form of an email, you can save emails as PDF documents by clicking "print", then changing the printer to "Save as PDF". The email can then be uploaded as a PDF document to the application.*