**SAMPLE LETTER**

TO:

FROM: DATE: RE:

Dr. Dawn Campbell, University of South Carolina

Women’s and Gender Studies Internship Coordinator

Site Supervisor

January 9, 2023

WGST 499 Commitment Letter

Below is a rubric for the letter each student must have from her/his supervisor at the internship site of field placement for WGST 499: Practicum. The letter must be printed on the supervisor’s letterhead. It must be signed and dated before a USC Internship Contract form is signed and dated. Remember that 40 percent of the student’s grade will be based on the assessment from the supervisor.

Insert appropriate information where items are underlined: DATE

To Whom It May Concern,

Student name, last 4 digits of the student’s social security number, will intern/volunteer/conduct field work (choose appropriate phrase) for name of agency, group, association, other beginning at least the first or second day of classes for semester of record. She/he will be working for us for at least 80 hours during the Spring 20XX semester. The student will work days of week and specific hours. Her/his duties include but are not limited to the following;

- Have supervisor list duties here

I will evaluate student’s name work performance at the completion of her/his internship in May. In evaluating her/his work I will take the following into consideration: efficiency, timeliness and quality of work.

If you have questions or concerns regarding this student internship with us, please feel free to contact me at dawnc@mailbox.sc.edu.

Sincerely,

Dr. Dawn Campbell, Internship Coordinator

Department of Women’s and Gender Studies

University of South Carolina