Date

Dear International Student Center,

This letter is in support of the following student in the College of Science and Engineering who is interested in participating in an off-campus internship. The work experience enabled by internships is an integral part of our curriculum. Along with this letter, a copy of the offer letter is provided by the student.

**Student Name:**

**Student ID:**

**Program of Study:**

**Course:** CPSC 4950 –Internship CPSC 5950 – Internship

**Catalog Description**:

CPSC 4950/5950: By permission only. Supervised practical training combined with academic studies in which students apply and develop their software engineering knowledge and skills working for a business or non-profit institution. Students are required to conduct related academic studies under the supervision of a faculty advisor. CR/F only

**Faculty Sponsor Name and Title:**

**Number of Credits:**

**Faculty Sponsor Email:**

**Faculty Sponsor Phone Number:**

**Department and Department phone number:**

**Tracking Internship Progress:** The student will be submitting a weekly report to their faculty advisor according the college internship guidelines. A final internship report, as well as a supervisor evaluation is expected at the end of the internship period. A copy of the college policy and procedures may be found here: <https://www.seattleu.edu/media/college-of-science-and-engineering/files/Internship_GuideBook.pdf>

**Employer:**

**Location:**

**Title:**

**Start Date of employment**: **End Date of employment**:

**Hours per week:**

If you have any questions, please feel free to contact the sponsoring faculty or the department office.

**Faculty Sponsor Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_