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 and the credits may be counted toward elective credits for the program. 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 DATA 5950-Internship

SCENG 4950 –Internship SCENG 5950-Internship

**Catalog Description**:

CPSC 4950/5950 DATA 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

SCENG 4950/5950-By permission only. Supervised practical training combined with academic studies in which students apply and develop their 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_