

Internship Letter

Please note: Barnard does not give academic credit for internships. The letter will state that you will receive co-curricular credit, which you can read about in detail on the Career Development web site. In most cases this will allow you to do internships that require credit. In some cases, you can also do an internship as an independent study. You would need to set this up in advance with the Dean of Studies office and a professor. It is important to remember that you are doing an internship to gain experience, explore careers, and build your resume.

LETTERS CAN BE PICKED UP IN CAREER DEVELOPMENT 3 BUSINESS DAYS AFTER THIS FORM IS SUBMITTED
In order to receive a co-curricular letter you must meet with Suzy Stein for about 10 minutes at the time of submitting this form OR when you pick up your letter. Please schedule a meeting at the Career Development front desk at 49 Claremont Avenue on the second floor of Elliott Hall or call ext. 4-2033.

PLEASE PRINT NEATLY!!!

Student Information

Name: _____ Date: _____ Date Needed: _____
Social Security #: _____ Class: _____
E-mail address: _____ Phone: _____
Major: _____

Internship Information

Company/Organization: _____
Address: _____
City: _____ State: _____ Zip: _____

This internship will take place (please circle): Fall Spring Summer

Please provide a brief description of your internship: _____

Internship Supervisor: _____

Is this the person the letter should be addressed to? Yes No

If no, please provide her/ his name here: _____

You must attend one internship seminar in Fall 2008 and the Internship Reception in Fall 2008. Details/RSVP via eRecruiting. If you cannot attend a seminar or a lunch, please attend workshops in their place. If you cannot attend any workshops, please schedule a meeting with Suzy Stein (call ext. 4-2033).

Seminar: Wednesday, November 5, 2008

Workshops: Tuesday, October 14, 2008: Living Your Life not Your Major: Confessions of a Sector Switcher, a conversation with Jacqueline Ebanks, Regional Director of Northeast Community relations at Citi.

Wednesday, October 29, 2008: Interested in banking but also want to learn how to use your skills to help others? Come and meet BC alumna Jolyne Caruso, Founder and CEO of Alberleen Capital Management.

Lunch: Thursday, September 18th 2008

STUDENT SIGNATURE: _____

In signing I understand that if I do not complete the above obligations my internship sponsor will be notified.