

University Career Center Guidelines and Sample



SAMPLE OFFER LETTER & JOB DESCRIPTION (BOTH REQUIRED TO RECEIVE UNIVERSITY RECOGNITION)

Offer Letter must be on corporate/company letterhead

** Students should not be employed as contract employees on a 1099**

*** Internships must be located in a commercial office space (remote, virtual, telecommuting, and/or home addresses are not allowed) ***

OFFER LETTER

Name of Organization

Street

City, State Zip

Date

Mr/s. Student

Street address

City, State Zip

Dear Mr/s. Student:

This is to confirm that NAME OF ORGANIZATION is offering you an internship position (3rd party companies must also list the client's name). This employment is associated with your academic program at the University of Texas at Dallas. NAME OF ORGANIZATION acknowledges that this internship is intended for educational purposes and understands that you are receiving university recognition for the internship.

- Internship Position Title: _____
- Start Date: _____ (please visit www.utdallas.edu/career/internships for more information)
- End Date: _____ (please visit www.utdallas.edu/career/internships for more information)
- Hours per Week: _____
- Wages: \$ _____
- Physical address/location:
- Physical address/location of intern's assignment (if different from above):
- Internship Manager/Supervisor's Information:
 - Name and title
 - Department
 - Phone number
 - Email address

JOB DESCRIPTION

(To be submitted as a separate document) -- Must include the following criteria:

1. Types of activities conducted during internship including tasks, responsibilities, & projects
2. Skills and qualifications required for the position
3. Technology tools/competencies required for and utilized in the position

On behalf of the company, I welcome you to (NAME OF ORGANIZATION).

Sincerely,

(**Need Signature Here**)

Company Representative

Title

Note to Employer and Student: Students on F-1 visa MUST NOT start working until they have an updated I-20 with CPT authorization. UT Dallas may need between 7-10 business days to process (or longer during peak seasons) the necessary paperwork from the date the internship is requested in Handshake. Incomplete requests will be delayed. Internship reporting deadlines are set to coincide with the academic calendar. Please visit www.utdallas.edu/career/internships/ for more information.