



**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 should be located in a commercial office space (Employer home addresses are not allowed) \*\*\***

**\*\*\* Due to COVID-19, remote, virtual, telecommuting internships can be approved at the discretion of the academic department \*\*\***

**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 (3<sup>rd</sup> 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](http://www.utdallas.edu/career/internships) for more information)
- **End Date:** \_\_\_\_\_ (please [www.utdallas.edu/career/internships](http://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: 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/](http://www.utdallas.edu/career/internships/) for more information.**