



Dear Employer:

Thank you for your interest in the McKendree University internship program. We do require that students receive academic credit for their internship if they go through our program. They must work 45 working hours per credit hour over the course of a semester or summer term. The minimum internship credit hours they may register for is 3, and 8 is the maximum number of credit hours. Students must have junior or senior status and are required to fulfill certain grade point average requirements in order to apply for our internship program. Please visit www.mckendree.edu/programs to learn more about our academic program options.

The student intern needs to have a supervisor at the site that can guide them during their internship, and we will send a midterm and final evaluation to be completed by the supervisor. Since the student will be granted credit for an upper-level course upon successful completion of the program, we ask that the duties/projects assigned are suitable for upper-level credit hours. We also request that the supervisor regularly sign the intern's time log. The student will have a faculty member to serve as an academic advisor, and this advisor will be in contact over the course of the internship. Wages/stipends are left to the employer's discretion.

Please go to www.mckendree.edu/internshipform and complete the online Internship Recruiting Form if you are interested in becoming an internship program participant. You are not required to host an intern each semester. We will inform students of the opportunity through our internship database. Do not hesitate to contact me at (618) 537-6806 if you have further questions about our internship program. I look forward to working with you in the future to create a mutually beneficial relationship.

Sincerely,

Jennifer K. Pickerell

Jennifer K. Pickerell
Director of Career Services

Enclosure