



*Department of Economics*

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Dear Internship Host Supervisor:

Thank you for agreeing to supervise the internship of a Hunter College Economics or Accounting major. We hope that this arrangement will be valuable for both the student and your organization.

Student interns are expected to be productive members of the host organization, assigned meaningful duties and given responsibilities commensurate with their level of experience. Please fill out and return to me the Internship Data Sheet which profiles your organization and describes the intern's duties. For your convenience, a pre-printed description may be attached to the form.

The attached packet also includes a Policy Sheet and evaluation forms. Interns are to be evaluated twice during a semester, once in the middle of the term and again at the end of their appointment. We use these evaluations to determine whether or not the student receives credit for the internship.

The department appreciates the time and effort you will spend with the student. We look forward to a continuing relationship with your organization.

Internship Coordinator