

To the Internship Sponsor

Thank you for considering a Bard Graduate Center student for an internship at your institution. Please find more information regarding our internship procedures below.

Graduate Internship

Students are encouraged to seek internship opportunities in areas that will utilize and enhance academic and professional interests. In order to complete the internship requirement, students need to work at least 100 hours but they are permitted to reach that total number through more than one internship. If you will need the student to work more than 100 hours, please discuss with the student approximately how many hours you will expect in your initial meeting as part of the approval process.

Petition and Approval Process

All Internships must have the approval of the Director of Masters Studies, Meredith Linn. The Approval process is as follows:

- * The student and prospective internship sponsor meet to discuss the internship, including the sponsor's expectations of the tasks that will be involved and hours worked.
- * The prospective sponsor writes a letter of support.
- * The student submits a petition along with the sponsor's letter of support to Professor Linn.

Sponsor's Letter of Support

Please include all of the following information in your letter of support: Your name, title, address and email address, your signature and the date; a brief description of the internship; approximate dates of the internship; and the total number of expected work hours.

Evaluation of Internship

After the student has completed the internship, please fill out the brief evaluation form that the student will present to you, assessing the student's performance and verifying the number of hours worked. We value your candid feedback and request that your evaluation arrive no later than one month after the completion of the internship. Internships are considered an important aspect of the Master of Arts. Students are expected to carry out their duties in a thoroughly professional manner.

Questions regarding BGC's internship requirements and procedures may be directed to Professor Meredith Linn, at 212-501-3055 or meredith.linn@bgc.bard.edu.