

Company header letterhead

Date:

To: Professional Science Master's in Applied Biosciences (ABS-PSM) Graduate Interdisciplinary Program, The University of Arizona, Tucson, AZ

**From: Company Representative
Company Name and Address**

To the Chair of the ABS-PSM GIDP:

This letter outlines the specific attributes of a proposed internship by:

Student name, a student of the ABS-PSM GIDP of the University of Arizona, Tucson, AZ

at the Company

Name and primary address of the company

1. Purpose of Internship:

Short Background:

Overall Project Goal:

Specific Aims/Objectives of the Project:

Primary Methods Used:

Measurable Project Milestones with Corresponding Dates:

Additional Educational Requirements if any:

2. Status of the Intern:

Remuneration. *For example:* No costs will be incurred by the intern. No salary is paid to the intern (or if salary, stipend, scholarship or other forms of monetary compensation is provided, please list specifics here). No medical benefits are provided to the intern.

Safety and Training. *For example:* Appropriate safety, human subjects, and medical privacy training will be given to the intern prior to work that may require such training.

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Hours of Expected work: *For example:* XX work hours/week, for a total of XX weeks.

Expected Start Date of the Internship:

Expected End Date of the Internship:

Reporting:

- 1) Internship Advisor at Company: Please list the name and position of the person within the company/organization
- 2) Secondary Advisors: List names and contacts, if any
- 3) Conflict of interest of advisors: If any

3. Minimum Qualifications of the Intern:

For example:

- 1) Common sense, pro-active approach to work, a solid scientific background with high degree of passion for business aspects of science.
- 2) Successful engagement with company employees during internship period.
- 3) Etc.

Respectfully,

Signature

Name and degree

Internship advisor at company

Title:

Address:

Phone:

FAX:

Email:

Signature

Name

ABS-PSM Student Intern

Address:

Phone:

Email: