

**2020 EMERSON SUMMER INTERNSHIP PROGRAM
SITE CONFIRMATION**

(all information must be typed)

Type your supervisors' name, your name, and the name of the site in these boxes

Ithaca College provides graduate awards to support summer internships for rising senior students. If a student interning at your site has applied for an award, therefore, we need your confirmation and approval from you. By signing this form you will provide us with verification that this student will be completing an internship at your facility during the Summer Session 2020. Please check the box indicating that you have read and approve the activities. If you have any additional comments, please write them in the space provided. After signing the form, please return it to the Deans Office at the address listed below.

I, *(name of site supervisor)* confirm the acceptance of *(name of intern)* as an intern during the Summer Session 2020 at *(name of site)*.

Start Date: <i>(Month, Day, Year)</i>	End Date: <i>(Month, Day, Year)</i>	*Credits: <i>(enter #)</i>
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☐ I have read and approve the activities as described in the intern's design statement.

Additional comments:

Type the dates and the number of credits you will earn in these boxes.

Type the names of your IC faculty sponsor and the Site Supervisor in these boxes.

Have your IC faculty sponsor sign and date this form before you send it to your site supervisor.

SIGNATURES

IC Faculty Sponsor/advisor/internship coordinator

Signature

Date

Authorized Site Supervisor

Signature

Date

Thank you for your prompt attention and return of this document by FAX or Mail. Form must be received on or before 4:00 pm on Monday, March 16 2020. If you FAX us a copy, please put the original in the mail for our files.

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