Adviser Instructions: Please read the responsibility descriptions of what the student will specifically be doing as part of the internship experience. They need to be related to the student's major/career interests in order for the student to receive academic credit (SC 294 or SC 494) through the Office of Science Engagement (OSE) in the Eberly College of Science. The number of credits selected (1, 2 or 3) is based on how the credit load fits in the academic plan and the hours of the experience (40 hours minimum for 1 credit, 80 hours minimum for 2 credits, and 120 hour minimum for 3 credits). Examples of acceptable and non-acceptable responsibility descriptions plus course syllabi can be found (OSE website here).

If you approve of the internship for academic credit, please complete and return this document to the student. The student will then submit the online Science Internship - Request for Academic Credit form along with this document for OSE to review and, assuming final approval, register the student for the course indicated below.

Please note: students must be approved and registered for either SC 294 or SC 494 before starting their internships. Retroactive adding the course is not permitted. Job shadowing, externships, and other observing experiences are not eligible for academic credit through the Office of Science Engagement.

I reviewed the student's offer letter and/or description of responsibilities. I approve this internship opportunity for credit because the experience is related to the student's major/career interest. I have been in contact with the student and recommend that the student take the following course level for no more than the maximum number of credits indicated.

Date: ___________________

Name of Student (Please print): ____________________________________________

Academic Adviser (Please print.): ____________________________________________

Academic Adviser Signature: ________________________________________________

Suggested Course Level (Circle): 294 or 494 Max. Number of Credits (Circle): 1 2 3
Offer Letter Components

Please provide the following on company letterhead:

1. Job title
2. Start Date (must be exact date)
3. End Date (must be exact date)
4. Number of Hours Per Week
5. Address of employment (where you will be physically working)
6. Brief description of duties – key for receiving academic credit are the description of responsibilities of what specifically you will be doing
   a. As a guide, below are some examples of acceptable descriptions of duties
      i. Developing assay to detect...
      ii. Purification using the following techniques...
      iii. Analyzing data using...
      iv. Creating and maintaining database for...
   b. Examples of unacceptable descriptions of duties
      i. Analyzing data
      ii. Maintaining database
      iii. Assisting in a project
      iv. Conducting literature reviews

7. Employer Signature
8. Signatory's Name and Title

*If any of these elements are missing from your offer letter, please have your supervisor provide this information in an email. You will need to add this email to the offer letter you upload to your online application.