

**ADVISOR'S SAMPLE MEMO REGARDING
CURRICULAR PRACTICAL TRAINING
FOR INTERNATIONAL STUDENTS**

DATE:

TO: International Student Services
Welch Hall

FROM: Faculty Advisor/Department Head

SUBJECT: Curricular Practical Training for (student's name)

(Student's name) will be interning with (company name and location). The purpose of (student's name) internship will be (appropriate description of internship duties). The internship will provide (student's name) with training experience which (he/she) can apply to the completion of a (degree) in (field) at the College of (college name). The name and number of the course is (_____) and the student is allowed to be employed (full-time or part-time.)

I will be (his/her) faculty advisor and will monitor the training and academic progress of the internship. The employer will evaluate the overall work performance of the intern, and I will determine the academic accomplishment of (student's name) upon completion of the internship. In addition to working on-site for the employer, the intern is expected to complete two reports for an academic grade. The student is also expected to evaluate (his/her) experience. This internship will provide (student's name) with practical work experience to round out (his/her) formal academic training here at the University of Nebraska at Kearney.

Name, title (with original signature)