



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

**SAMPLE LETTER FROM PROFESSOR IN MAJOR OVERSEEING
INTERNSHIP OR COURSE UNITS**

**Lawrence University
MEMORANDUM**

Date:

To: Lacy Frewerd, Director of International Student Services

From: Advisor/Professor's name

Subject: Student's name

This memo is sent as notification that _____ (student's name) is currently registered for _____ (class number and full name). *His* work for the class will consist of _____ (brief description of course work, e.g. writing papers, discussions, any other assignments.)

The student's employment in this capacity is an integral part of *his* studies in _____ (name your department). It is a requirement of this class to participate in an internship and participation in this internship will not delay the completion of _____ (student's name) degree requirements. (Please write 1-3 more sentences on how this class would benefit the student and is an integral part of *his* education at Lawrence and in your department). An example would be: *It is a requirement of this class to participate in professional musical groups because the skills required of a performer in a professional orchestra can only be attained through first hand experience.*