[Date]

Versatile Humanists at Duke Internship Program

The Graduate School and OVPIS

Dear VH@Duke Internship Selection Committee:

This letter confirms our support of [Name’s] application for an off-campus internship to be taken in [term, year]. If [name] is selected for an internship position, we understand the following:

* VH@Duke interns will work 10 hours per week if the internship runs throughout the academic year; they will work between 15 and 19.9 hours per week if the internship runs during a single academic semester; hours may vary for summer internships.
* VH@Duke interns may not perform teaching or other substantial departmental service (compensated or otherwise) for the duration of their internships
* Unless otherwise specified, internship stipends will be transferred directly to the home department to be processed through payroll. If student is still in years of funding and the internship occurs during the academic year, the stipend will replace other funding pieces not be available during the duration of the internship (such as stipends for teaching or research assistance).

Sincerely,

[Grad student adviser]

[Director of Graduate Studies]