[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]. We also confirm an expected dissertation defense date of [month, year]

If [name] is selected for an internship position, we understand the following:

* VH@Duke interns will work approximately 16 hours per week, and no more than 19.9 hours in any one week.
* VH@Duke interns may not to 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 department to be processed through payroll. If student is still in years of funding, the stipend will go to replace other funding pieces that may not be available during internship (such as stipends for teaching or other departmental service).

Sincerely,

[Grad student adviser]

[Director of Graduate Studies]