



### **On-Site Supervisor Statement**

The on-site supervisor should submit a signed document confirming the internship. The document should include the following:

1. the start/end dates of the internship
2. work schedule (days/hours or equivalent, such that the total number of work-hours for the internship can be calculated)
3. description of the student's duties and responsibilities
4. an indication of whether the internship is in-person, fully remote, or a combination of in-person and remote

The accompanying form may be used for the statement (see next page). Please use official company letterhead, if available.

The document should be submitted to [osaa@skidmore.edu](mailto:osaa@skidmore.edu) or forwarded to the student to submit with their application.

Name of Student:

Major Field of Study:

Name of Employer:

Address of Employer:

Name of On-Site Supervisor:

Phone:

E-mail

Student's Job Title: \_\_\_\_\_

Student's Internship Duties:

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Weekly Work Schedule (if known) \_\_\_\_\_

Hours/week (required): \_\_\_\_\_

Salary (if any): \_\_\_\_\_

Indicate if internship is in-person, remote, or a combination of in-person and remote:

On-Site Supervisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_