

## The Royal Experience Summer Internship Program Internship Site Offer Letter

The Royal Experience Summer Internship Program is a selective opportunity that awards stipends to The University of Scranton undergraduates who obtain internships with organizations that are not able to provide a salary or stipend. By eliminating financial barriers, this program allows students to explore their career interests, gain new skills, and experience the world of work. Selected students will be eligible to receive a stipend. Stipends will be awarded only to students who have accepted a formal internship offer. Selected students will write about their internships in blogs posted to The University of Scranton's website(s)/social media(s), as well as present about their internship in a poster session format.

To verify your intern's placement at your organization this summer, please fill out this form to the best of your knowledge. Students must include this form in their application to be eligible for consideration in the program. The application deadline for students is Thursday, May 7, 2026 at 4:00pm. For any questions, please contact The Roche Family Center for Career Development at The University of Scranton at [careers@scranton.edu](mailto:careers@scranton.edu) or 570-941-7640.

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Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Website: \_\_\_\_\_

Your Name and Title: \_\_\_\_\_

Your Email & Phone Number: \_\_\_\_\_

Intern Supervisor and Title (if different from above): \_\_\_\_\_

Intern Supervisor Email & Phone Number: \_\_\_\_\_

Intern's Name and Internship Title: \_\_\_\_\_

Circle Placement(s) of Internship: Remote / Hybrid / In-Person

Date Range of Internship: \_\_\_\_\_

Intern's Proposed Weekly Schedule: \_\_\_\_\_

Total Hours of Internship (150 minimum hours required for Royal Experience Summer Internship Program): \_\_\_\_\_

By checking this box, I confirm that the internship is and will remain unpaid during the duration of the student's internship, and that the intern will not be provided compensation in any form (i.e. pay, salary, stipend, benefits, tips, or commission).

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What are the proposed duties and responsibilities of the intern?

What are their learning goals?

How will you or the designated supervisor conduct supervision?

Are there other considerations and/or information you would like the Royal Experience Summer Internship Program reviewal team to be aware of?

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**Please Sign**

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Your Name

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Date

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Intern's Name

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Date