



UNIVERSITY OF MARYLAND

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
Department of Agricultural and Resource Economics

2200 Symons Hall
College Park, Maryland 20742-5535
301.405.1293 TEL 301.314.9091 FAX

Please submit this form to 2200 Symons Hall. Our hours of operation are M-F 8:00am – 4:30pm, except for University-scheduled holidays.

****Emailed offer letter will not be accepted.**

Organization’s Letter of Offer for student internship

COMPANY/INSTITUTION NAME: _____

Internship Supervisor: _____

Mailing Address: _____

City, State & Zip Code: _____

Phone: () _____ FAX: () _____

We hereby make an offer to (student's name) _____ for an internship in accordance with the guidelines outlined by the Department of Agricultural and Resource Economics at the University of Maryland.

The Internship shall be for:
(Check all that apply)

Fall Session Yr
Spring Session Yr

The Internship is:
(Check all that apply. If paid, fill out information below. If unpaid and a “for profit” private sector, please make sure to view the Department of Labor requirements below.)

Paid

Unpaid

The starting wage for this Internship shall be \$ _____ per hour with overtime paid at a rate of \$ _____ per hour for hours over the normal workweek of _____ hours.

Other Conditions and considerations: Additional comments should be added to address any compensation for housing, uniforms, travel, tuition reimbursement, bonuses, etc. and for pay scale if multiple and consecutive (back-to-back) internships are involved.

INTERNSHIP SUPERVISOR: (Please Print) _____

SIGNATURE: _____ DATE: _____

Department of Labor Requirements

- The U.S. Department of Labor has created guidelines for employers who utilize interns to determine whether an intern must be paid. These guidelines dictate how interns must be compensated in “for-profit”, private companies.
- All interns must be paid, UNLESS all six criteria are met:
 1. “The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
 2. The internship experience is for the benefit of the intern;
 3. The intern does not displace regular employees, but works under close supervision of existing staff;
 4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
 5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
 6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.”
- For more information, visit: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

The purpose of the internship experience is to provide students with a learning opportunity under the supervision of professionals within their field of study, broaden the student's learning experience through direct involvement in a professional field, and to provide an opportunity for students to apply their academic knowledge and skills within a professional environment.



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