

## Sample Advisor's Letter for Curricular Practical Training

DEPARTMENTAL LETTERHEAD

### MEMORANDUM

**TO:** Slutzker Center for International Services

**FROM:** Name  
Title

**RE:** Recommendation for Practical Training  
for (*name of student*)

**DATE:** Current Date

**SIGNATURE:**

This memo is written to confirm that the above named student is a full-time (*undergraduate/graduate*) student in the Department of (*Program of Study*) expecting to complete a (*Bachelor's/Master's/Doctoral*) degree by (*Month, Day, Year*). It is an integral part of this degree program that the student engage in (*an internship, practicum, field experience, professional practice, etc.*). I have discussed the student's plan to participate in this training and believe it to be a useful and integral academic experience.

The following information must be included:

- Student's title
- Employer's name and exact street address
- Exact beginning and ending date of experience
- Number of hours student will be engaged in experience
- Course number, number of credits to be received, faculty member supervising, and semester of registration for this supervised work experience.

I recommend that the student participate in this experience and verify that it is an integral part of (*his/her*) curriculum.