

English 670: Creative Writing Internship
English Department, CSUSB
Letter to Faculty Mentor

Dear Faculty Mentor,

The internship course is an integral and important component of our M.F.A. program. I am fully aware that mentoring an interning student requires a considerable amount of work. Therefore, on behalf of the English Department at California State University, San Bernardino, I express my deep appreciation to you for offering our students such a valuable experience.

In order to assist in my supervision of the intern, I would appreciate it if you would do the following:

A. Before the internship begins, discuss the “Internship Contract” with the intern and sign it. Please note that Part I. of the contract is required and Part II. is optional.

B. At the end of the internship, please complete 1-3 below, enclose this letter in a sealed envelope, and give it to the intern (who will give it to me).

1. Circle one:

- a. The intern fulfilled all the requirements specified in the Contract.
- b. The intern fulfilled some of the requirements specified in the Contract, but the following requirements were UNFULFILLED (please specify):

2) I recommend that the intern receive a grade of _____ for the internship.

3) Please sign here: _____ date _____

Yours sincerely,
Prof. Jim Brown
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