**Appendix C: Letter Template from Supervisor**

Please email your letter to Jean Enright, Manager, Student Affairs & Undergraduate Programs at [jenright@mbl.edu.](mailto:jenright@mbl.edu)

(*Date*)

This letter is to confirm that (*student name*) will participate in an unpaid internship from (*start date*) to (*end date*) in my laboratory at the Marine Biological Laboratory, Woods Hole, MA.

While in my lab, (*student name*) will work on a project briefly described as (*insert details*). As part of this internship, (*student name*) will be trained in the use of (*insert specifics regarding equipment and/or techniques in which the student will be trained*).

I anticipate that (*student name*) will work between (*x*) and (*y*) hours per week, between the hours of (*x AM*) and (*y PM*). (*If applicable, please add*:) Some of this time will also be dedicated to writing up results of the internship and/or preparing for a final presentation.

I will meet with the student on a (*weekly, biweekly, other*) basis to gauge the student’s progress. Prior to departure, the student will be expected to present his/her findings at (*insert specifics, e.g. undergraduate symposium, other symposium, weekly lab meetings, etc.*).

As part of MBL’s standard operating procedures, (*student name*) will be trained in proper safety precautions required to work in a laboratory at MBL and in the Responsible Conduct in Research.

On behalf of the MBL, I am requesting that (*university name*) authorize the above arrangement in writing and state what credit/award/recognition the student will earn by participating in this internship.

I look forward to welcoming (*student name*) to the MBL and the Woods Hole community. Sincerely,

(*scientist name*)

(*scientist institutional address*)