**Non-employee Intern Notification Letter Template**

NAME

STREET ADDRESS

CITY, STATE ZIP

Dear [Intern Name],

For the purpose of assisting [Intern Name] (the “Intern”) to obtain work experience and specialized training, the University of Vermont (the “University”) has agree to offer you an internship within [department name]. You must accept the University’s offer on the terms set out in this Agreement.

This internship is expected to begin on [start date] and end on [end date]. You will complete the internship under the direct supervision of [supervisor name].The internship is an educational experience, and you will receive compensation of $[stipend amount] minus applicable taxes and withholdings, to be paid twice monthly.

The University agrees to these conditions of the internship:

* The internship, even though it includes actual operation of the facilities of the University, is similar to training which would be given in an educational environment;
* The internship experience is for the benefit of the intern;
* The intern does not displace regular employees, but works under close supervision of existing staff;
* The University that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
* The intern is not necessarily entitled to a job at the conclusion of the internship; and
* The University and the intern understand that the intern is not entitled to wages for the time spent in the internship.

While performing the internship you acknowledge:

* You are not an employee of the University as a result of performing the internship, and you are not entitled to employment with the University at the conclusion of the internship.
* To perform all work allocated to you to the best of your ability;
* Comply with all lawful and reasonable directions and instructions given to you by employees of the University during the course of the internship;
* Comply with any and all University policies and procedures that apply, or may apply, to you during the course of the internship; and
* Undergo any and all training that the University deems necessary to enable you to safely and efficiently perform your duties during the internship.

At all times, including after the internship, you agree and acknowledge that:

* You will keep confidential any and all confidential information of the University that comes into your position.

Additionally, you accept that the internship may be terminated prior to the end date at the sole discretion of the University. This document does not serve as an employment contract, but rather specifies the goals, intent and details of the internship. This agreement constitutes the entire agreement of the parties with respect to the internship.

The intern and supervisor agree to complete an [Internship Learning Contract](http://www.uvm.edu/~career/pdf/LearningContract.pdf) in collaboration with their supervisor in order to document learning outcomes, academic requirements and supervisor evaluation.

Include if the driving is an essential function: Since driving a University vehicle is an essential responsibility of your internship, the University must obtain a copy of your current motor vehicle record; the results of which must be satisfactory to the University. Continuation of employment is contingent upon you maintaining a valid motor vehicle license. Additionally, you much obtain permission to drive a UVM vehicle by following the process found at the University Risk Management and Safety Website specific to the [Driver Safety Program](https://www.uvm.edu/riskmanagement/driver-training-and-certification).

Include if a background check is required for this internship[[link to background check policy](https://www.uvm.edu/sites/default/files/UVM-Policies/policies/background_checks.pdf)]: This internship is contingent upon the completion of a successful background check.

Include if fully remote upon start: The University agrees that commencing on your start date, you may perform the internship on a full-time basis from a non-UVM facility located in [City, State].  If you wish to perform the internship from a different location, you will need to submit a telework request and receive prior approval for a change in work location following the University’s telework policies and procedures.

I look forward to seeing you on [DATE]. Prior to beginning employment, but no later than the first day of work, you must be prepared to complete an Employment Eligibility Verification Form (I-9), which is available online at <https://www.uvm.edu/hrs/forms>. Payroll and Tax Services will contact new and rehired employees with directions on how to update federal and state W4’s in People Soft Self Service, please do not attach paper forms.

Sincerely,

[Signature and title of the supervisor with authority to hire]

If you have questions about the terms of the internship outlined above, please contact the Internship Coordinator at the Career Center at 802-656-3450.

We look forward to hearing from you by [DATE], after which time this offer is no longer valid. If your decision is to accept this internship, as stated above, please indicate your acceptance by signing a copy of this notification letter and returning it to:

[Department Representative Name]

[CAMPUS ADDRESS]

UNIVERSITY OF VERMONT

BURLINGTON, VT 05405

ACCEPTANCE:   I accept the offer as outlined above.

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Signature Date