

SAMPLE LETTER OF AGREEMENT

August 2, 2011

Professor Gail Gehrig
Florida State College at Jacksonville
South Campus, Room F-224
11901 Beach Boulevard
Jacksonville, FL 32246

Dear Professor Gehrig,

Thank you for approving my enrollment in [CNT 2943/CIS 1942/CIS 1943] at Florida State College at Jacksonville for the upcoming [Fall/Spring/Summer] Term. As the first part of the requirements for this course I am submitting this letter of introduction and acknowledgement that, along with the course syllabus, will serve as my contract for the course.

[I started work in the [computer/office systems] field in [Date]] or [I have never worked in the [computer/office systems] field before but arrangements have been made whereby I can work in the field for [75 (CNT 2943 or CIS 1943)/50 (CIS 1942)] hours during the term at [Company/Agency Name].

In this [job/internship] I will be performing the following [computer/office systems] related tasks over the next 15 weeks.

[Troubleshooting PC hardware and software problems.]
[Performing PC upgrades.]
[Performing minor PC maintenance.]
[Assisting technicians with network installation.]
[List additional tasks as appropriate....]

My supervisor during this period will be [Name] and [he/she] can be reached at [Phone Number] between the hours of 9:00 AM and 5:00 PM Monday through Friday. [He/She] has agreed to the job responsibilities/tasks outlined above and further agrees to monitor and report on my progress. This agreement is signified by [his/her] signature at the bottom of this page.

Sincerely,

[Intern's Name]
[Intern's Address]
[Intern's Work Number] (w)
[Intern's Home Number] (h)
[Intern's e-mail Address]

/s/ Gail M. Gehrig