



Carroll Christian Schools

550 Baltimore Blvd., Westminster, MD 21157

Dear Internship Supervisor,

Thank you so much for your willingness to host one of our students for an internship during March 1-5, 2021. Not only do we desire that our student be exposed to the service your company provides, we trust that he or she will contribute to the success of your organization. We expect that this will include performing rather mundane tasks that require little or no experience. We do ask, however, that you spend some time with the student to explain the basic vocabulary, standards, and expectations of someone who would be employed in the position that he or she is observing. We have advised students that compensation is not expected for their services.

I am enclosing a program overview and an evaluations form with this letter. It would serve the student and our school immensely if, when the internship is completed, you could take a few minutes to fill this out and return to the school by email, fax or mail before March 23, 2021.

Our school believes in and applies the highest ethical and character standards in our academic program, and we expect courteous, ethical, and hard-working behavior of all the students participating in this program. If there are questions that you may have, or if the student is not meeting your standards or expectations, please do not hesitate to contact me at the number listed below.

Thank you again for your participation in this program.

Sincerely,

Matthew A. Reisberg

Matthew Reisberg
Administrator
Carroll Christian Schools
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