

Date

Address

Dear [Intern’s first name],

Congratulations on starting this exciting internship journey with the [Agency/Department]!

The main purpose of this letter is to confirm the details of your internship position and to include documents for you to complete and bring with you to orientation.

**Position title:**

**Start Date:**

**End Date:**

**Compensation and benefit plan:**

**Location:**

**Hours:**

**Dress code:**

**Supervisor:**

**Supervisor’s contact information:**

* **Phone Number:**
* **Email:**

Feel free to contact your supervisor prior to your start date if you have any questions or concerns.

Enclosed in this letter are forms that you need to review, sign and date. Some forms may require you to have your college/university or faculty advisor to sign. Please bring the following documents enclosed signed and dated on your first day.

**Please have your Memo of Understanding signed, dated and submitted by email to your supervisor by [Date]. Please include email of all parties involved.**

I look forward to meeting with you.

Sincerely,

[Signature]

[Printed name and Title]

**Intern’s Responsibilities:**

1. Interns may not work on their assignments when state offices are closed such as State Holidays, nor are they to be compensated in any way for State Holidays or any days that the intern could have be present at the agency to perform internship duties. When interns are in the office, a supervisor or delegate should be present at all times.
2. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.
3. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
4. Assuming personal and professional responsibilities for his or her actions and activities.
5. Maintaining professional relationships with company employees, customers and so forth.
6. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
7. Relating and applying knowledge acquired in the academic setting to the company setting.
8. Developing a self-awareness in regard to attitudes, values, behavior patterns and so forth that influence work.
9. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.
10. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
11. Providing the faculty coordinator with periodic progress reports.
12. Interns should bring issues of concern that occur during the internship to their supervisor for discussion or in special cases, to the college/university internship coordinator.
13. Record, review and sign weekly time logs and submit to agency supervisor and/or faculty advisor.
14. Notify your supervisor in advance, if you are unable to attend work or need to adjust your schedule
15. The intern should be requested to provide evidence of the internship program supporting a class or selected curriculum in the educational institution of the student. A faculty advisor will probably be appointed to the student, and the agency may be required to complete a little paperwork for the faculty advisor. The internship in each state department would be considered complete when the major project assigned is complete or when the intern’s supervisor in coordination with DBM internship coordinator signs off on the internship as being complete.
16. At the end of the internship, a formal exit interview and evaluation process should be completed between the agency and student.

**List of enclosed documents:**

1. Agency/Department policies, procedures and rules
2. Memo of Understanding
   1. To be signed by agency, intern and/or college/university
   2. Due [**DATE**]
3. Parking information
4. Office hours, breaks and lunches
5. Intern Acknowledgement of instruction in testing for illegal use of drugs
6. Policy on Smoking
7. Standards of Conduct State Ethnics
8. Sexual Harassment in the Workplace Policy
9. Substance Abuse Policy
10. Code of Fair Employment Practices
11. Domestic Violence and the Workplace Policy
12. Intern Emergency Contact Information
13. Intern Time Sheet – if applicable, depending on compensation
14. Weekly Time Sheet
15. Agency/Department Evaluation Form (To be completed at the end of the internship process)
16. I-9 Form and W-4 Form (if applicable)

If you have any questions or concerns that cannot be resolved and obtaining any documents, please contact The Department of Budget and Management internship coordinator below.

**Department of Budget and Management**

**Office of Personnel Services**  
**Recruitment and Examination Division**  
301 W. Preston St. #608  
Baltimore, MD 21201

[www.WorkForMaryland.com](http://www.WorkForMaryland.com)

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