Date

MIT International Students Office  
Room E39-278

Student Name, a citizen of Country, MIT ID# xxxxxxxxx, is a student in good standing in the Department of Architecture’s [Degree program spelled out, e.g., Master of Architecture (MArch) degree program. In the, January 20xx (IAP) term, he/she/they will register for six units of academic credit (4.190) for the work done at Company Name.

**About the Employer and the Internship:**

Student first name will join the company name as an intern. The work he/she/they will perform is integrally related to his/her/their studies in [area of study, e.g., Architecture Design, Architecture & Urbanism, Computation, etc.].

[Insert 3 paragraphs that illustrate exactly how the work you will perform for the company is directly related to your degree program studies. Examples:

***Example 1:*** *This internship will support and expand student name’s experience and research regarding the nature of contemporary practices of architecture in professional settings; in particular, its integration with urbanism and landscape design.**The nature of the office’s work,**engagement of urban planning and design issues as parameters and catalysts of design methodology, is integral to Student name’s interests. The office will give her the opportunity to consider these issues and propose design solutions in two relevant contexts: the Greater Boston Area, and the Middle East and Eastern Mediterranean.*

***Example 2:*** *In particular, Student name has been offered the opportunity to be involved in the design process of a large-scale development in the Boynton Yards area of the Union Square Master Plan. Working with a multitude of stakeholders such as developers, city planners, community representatives, master planners, and cost consultants will give student name the opportunity to engage the realities of the contemporary planning process as it relates to architectural design. This will require the ability to communicate effectively, convey compelling architectural narratives using representation and doing so through physical and digital models — all qualities that will support her final thesis endeavor at the culmination of her degree.*

**Details of employment are as follows:**

Employer: Company Name

Address: Street address   
 City, State, zip code

Contact: Contact name

Phone: Contact phone number

Email: contact email address

Dates of Employment: [e.g., January 1-31, 2020]

The Department of Architecture encourages this work as important practical experience integrally related to the student’s major area of research. I, as academic advisor, recommend the internship and will evaluate the completed work and provide a final grade.

Sincerely,

Faculty full name  
Faculty title (e.g., Professor)