Dear Professor “\_\_\_\_\_\_\_\_,”

My name is “\_\_\_\_\_\_\_\_” and I am a Sustainable Agriculture and Food Systems (SA&FS) student. As you may or may not know, SA&FS has an internship requirement that I must complete. [Fall/Winter/Spring/Summer] quarter I will be completing an internship in “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.” I am writing to ask if you will be my faculty sponsor for this internship. I am contacting you, because of your interest in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which closely relates to the internship I will be completing. As my Faculty Sponsor, your main job is to oversee my successful completion of the internship. I may check in with you throughout the quarter to update you how I’m doing, whether I’m having challenges, or if I may have questions about any topics that arise. At the end of the internship, I will need you to sign off on the hours I have completed (which will be signed weekly by the host of my internship), as well as read a final reflection I have to complete as a part of the requirement. I would love to talk to you in more depth when you have availability. Please let me know if you will consider being my faculty sponsor, or if you have any questions I can answer. If there are any administrative questions, I can send those questions to our Peer Internship Coordinator or one of our Peer Advisors.

Thank you for your time and consideration!

Sincerely,

“\_\_\_\_\_\_\_\_\_\_\_\_\_”