

### Sample Offer Letter for Internship Providers

The offer letter issued by the internship provider must be typed and printed on that organization's letterhead. It must also be signed by an authorized representative of the organization, such as a Human Resources officer.

<Today's date>

Dear <Student's name>,  
<Sofia student ID number>  
<Student's address>

This letter confirms that you have been offered a position of <internshiptitle> with <nameof internshipprovider>.

Your position will begin on <quarter start date> and end on <quarter end date>. During this period, you will report to <name and title of supervisor> at <internship site address>. This is a <paid/unpaid> position for which you will receive <rate of pay/compensation>.

<In a few lines, provide a brief description of the internship provider's organization> As a(n) <internship title>, you will perform the following duties for <hours per week>:

<List specific job responsibilities here>

- 1.
- 2.
- 3.

This opportunity is offered in conjunction with your graduate program at Sofia University in the field of <student's degree program>. Through this opportunity, you will:

<List specific goals and objectives here, including the knowledge and skills the student will gain through this opportunity that relate to the degree program>

<Name of internship provider> affirms that this position and duties to be performed are supplemental to our current staffing and will not replace or replicate an existing or vacant position. If you have any questions, please contact me at <phone/email>.

<Signature>  
<Authorized representative's name and title>

### Goal Statement of Practical Training

Professional training is an integral part of the university’s learning outcomes. As part of Master of Art in Transpersonal Psychology (TP) curriculum practice training (CPT), you are required to work in one of the following study areas. Your position in Psychology, Business & Leadership and/or Computer Science MUST contain a focus in one or more of the following Transpersonal Psychology (TP) focus areas as described below. Please check one or more of the following goals that comply to your job during your CPT so that you achieve the program learning outcomes by gaining practical professional skills, applying what you learn and integrate the TP theory and literature to the field. You are also required to help the university to improve the curricula related to how people can converge TP and other fields, and how the other fields can be integrated into the modern TP practice.

- Observing, studying and practicing creativity and innovation in different fields and fulfilling the practical part of the course work of theories and practices of creativity, psychology of creativity and innovation, or expressive art.
- Building an effective Dynamic System which integrates the people, game rules, products, etc.
- Managing people in a thoughtful and caring way to promote their growth and advancements in a non-judgmental way.
- Managing people with different cultural backgrounds in a calm and calculated way as to not interrupt their work environments and to promote reflection and contemplation.
- Managing teams and bringing out their skills in performing their jobs effectively and getting along with others in the work place.
- Promoting the creation and workings of teams with diverse personalities.
- Incorporating spirituality into the workspace successfully.
- Promoting creativity in the work place and developing creative solutions to problem solving in a business or development environment.
- Completing the practical part of the study in TP theory, literature and skills through the professional training in different fields.
- Inspiring people to be mindful and empathy in their professional positions.
- Inner knowing: Consciousness, humanity, insight, and intuition. The creative connection for groups and collective knowing from people working in different fields.
- Others: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Student’s Name: \_\_\_\_\_

Student’s ID: \_\_\_\_\_