Dear Mentor:

On behalf of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, we would like to welcome your participation in a specialized, non-paid internship program called Vet Assisting. We are delighted that you have decided to be a mentor for the \_\_\_\_\_ school year. The internship days are Tuesday and Thursday from approximately 1:30 – 4:00 PM.

The Vet Assisting student is responsible for securing his/her own mentor on or before **October 1, 2017**. This **welcome note** and the **MCTC** **Agreement with Internship Site** (on the back) will serve as verification of the student’s internship; the student must turn this in to their instructor. Please complete all the requested information and make a copy for your records.

As the Veterinary Sciences Coordinators, we would be happy to speak to you if you have any questions about the program. We look forward to working with you!

Sincerely,

**Vet Assisting Student Information (to be completed by the student):**

|  |
| --- |
| Full name: |
| Home campus: |
| Phone: |
| Email: |