



STUDENT INTERNSHIP - Letter Of Reference

STUDENT

Name _____
Address _____

Degree _____
Major _____

INTERNSHIP COORDINATOR

Name _____
Company _____
Address _____

The student noted above has requested that you provide a letter of reference to the abovementioned internship coordinator as part of the requirements for obtaining an internship during the next semester. You may complete and sign this form or attach a personal letter of reference, if you prefer. This letter of reference should be completed and returned by April 15, 2019.

1. How well did you know the student? (please check one)

Very well Limited knowledge Not very well

2. In what capacity did you know the student? (check all that apply)

Served as the student's instructor
 Served as the student's faculty advisor
 Worked together on a project
 Know personally outside of class

3. Please rate the student on the following factors on a scale of 1 to 5. (1 = poor; 5 = excellent)

Scholarship	_____	Initiative	_____
Leadership	_____	Dependability	_____
Judgement	_____	Verbal communication skills	_____
Written communication skills	_____	Potential for development	_____

EVALUATOR

Name _____ Position _____
Address _____

