



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 _____.

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 _____

Judgment _____ Verbal communication skills _____

Written communication skills _____ Potential for development _____

EVALUATOR

Name _____ Position _____

Address _____

