To be completed by the applicant:

APPLICANT SIGNATURE REQUIRED
Statement of Waiver or Nonwaiver of Student’s Right of Access to Confidential Statements

☐ I hereby voluntarily waive my right of access under FERPA to confidential letters and statements of recommendation.
☐ I do NOT waive my right of access under FERPA to confidential letters and statements of recommendation.

Print name: ____________________________ Signature: ____________________________ Date: __________

Recommender’s name: ____________________________

Applicant’s name: ____________________________

In what field is this internship (i.e. publishing, law, education)? ____________________________

To be completed by the recommender:

How long have you known the applicant and in what capacity?
________________________________________________________________________________________
________________________________________________________________________________________

When did the applicant ask for the recommendation? ____________________________

Please rate the applicant on the following. Select ONLY ONE response per question:

INTELLECTUAL STRENGTHS OR QUALITIES

Level of Intellectual Curiosity
Below Average ☐ Average ☐ Above Average ☐ Exceptional ☐ No Basis for Judgment ☐
Comments: ____________________________________________________________________________

Ability to Analyze Problems and Formulate Solutions
Below Average ☐ Average ☐ Above Average ☐ Exceptional ☐ No Basis for Judgment ☐
Comments: ____________________________________________________________________________

QUALITIES BEARING ON WORKPLACE CONDUCT

Level of Maturity
Below Average ☐ Average ☐ Above Average ☐ Exceptional ☐ No Basis for Judgment ☐
Comments: ____________________________________________________________________________

Level of Initiative
Below Average ☐ Average ☐ Above Average ☐ Exceptional ☐ No Basis for Judgment ☐
Comments: ____________________________________________________________________________
Meets Deadlines
Below Average □ Average □ Above Average □ Exceptional □ No Basis for Judgment □
Comments: ________________________________________________________________

Timeliness, in particular for Class Attendance
Below Average □ Average □ Above Average □ Exceptional □ No Basis for Judgment □
Comments: ________________________________________________________________

Academic Preparedness
Below Average □ Average □ Above Average □ Exceptional □ No Basis for Judgment □
Comments: ________________________________________________________________

Level of Integrity
Below Average □ Average □ Above Average □ Exceptional □ No Basis for Judgment □
Comments: ________________________________________________________________

INTERPERSONAL & COMMUNICATION SKILLS

Communicates Effectively (both oral & written)
Below Average □ Average □ Above Average □ Exceptional □ No Basis for Judgment □
Comments: ________________________________________________________________

Collaborates and Works Well with Others
Below Average □ Average □ Above Average □ Exceptional □ No Basis for Judgment □
Comments: ________________________________________________________________

PLEASE INDICATE THE STRENGTH OF YOUR OVERALL ENDORSEMENT:
recommended with reservations □ recommended □ highly recommended □

Based on your knowledge of the student, do you believe this internship is a good fit for their strengths & interests? Comments: ________________________________________________________________

Please describe any additional qualifications and characteristics you consider to be of particular significance in evaluating the applicant’s abilities to succeed in the Hodson Internship Program:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Phone: ____________________________  Email: ____________________________________
Signature: ________________________________________  Date: ______________________

Please return this completed form by **February 26, 2020** to
Kathleen Cady
Career Services Office
St. John’s College
60 College Avenue
Annapolis, MD 21401
Email: kathleen.cady@sjc.edu
Fax: 410-626-2885