

# Hodson Internship Recommendation

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

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