

Juniata College - Career Development

SUPER INTERNSHIP RECOMMENDATION

APPLICANT

Please complete items A and B. Deliver or mail this form to the person who will write your recommendation along with an envelope addressed to the Juniata College - Career Development. Ask your reference to enclose the letter written on your behalf; seal the envelope, sign across the seal and return to you. Do not open the envelope or break the seal. Submit the sealed envelope with your application materials. NOTE: If this reference prefers to send the letter directly to the Career Development Office, they may do so via intra-campus mail or email it to Tammy Stuber at stubert@juniata.edu

A. _____
Name of Applicant

B. **Disclosure:** In accordance with provisions of the Federal Education Rights and Privacy Act of 1974, enrolled students have the right to see their letters of recommendation unless they explicitly waive that right.

- ☐ I waive my right to examine this recommendation when completed and understand that it will remain confidential.
☐ I do not waive my right to review this document.

Student Signature

Date

RESPONDENT

The Juniata College "Super Internship" Program is an elite internship program which provides top students with funding to assist with expenses in high cost of living locations. Thank you for taking the time to complete this recommendation. Your candid evaluation of the applicant's preparedness for a high quality internship is very useful. Your comments will not be shared with the applicant, provided the applicant has waived his or her right to see them. You may return your evaluation to the student, use intra-campus mail to Career Development -Founders Hall or email it to Tammy Stuber at stubert@juniata.edu

1. I have known the applicant for _____ (length of time), as an:

- ☐ undergraduate student ☐ employee ☐ other _____

2. I have served as the applicant's: ☐ department chair ☐ advisor ☐ teacher ☐ other (please specify)

3. How would you rate this student in personal discipline and motivation?

- ☐ below average ☐ average ☐ above average ☐ outstanding (upper 10%)

4. Do you recommend this student for the Juniata College "Super Internship" Program, an elite internship program which provides top students with funding to assist with expenses in high cost of living locations?

☐ Yes

☐ Yes, with reservations. If "yes, with reservations," please attach a typed response with further information to help evaluate the applicant's preparedness for an internship position.

☐ No If "no," please attach a typed response with further information to help support why the applicant may not be prepared for an internship position at this time.

5. **Please provide additional information on the applicant's, personal strengths and weaknesses, and motivation for an internship experience by attaching a typed letter.**

Name of Respondent (please print)

Telephone

Title

Institution

Address

E-mail

Signature of Respondent

Date