

# Juniata College—Career Services

## 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 Services Office, Ellis College Center. 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 Services Office, they may insert into intra campus mail.

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 or directly via intra campus mail if you prefer: Career Services, Ellis College Center.

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