

LETTER OF REFERENCE FORM

(must have 3 individuals fill out a form)

TO: Computer INTERNSHIP/EXPERIENCE REVIEW BOARD

DATE:

FROM:

1. This nomination is in regard to _____ (Student's Name)

I have known the student for _____. (# months, years, etc)

During that time, I have known the individual as _____

(student, employee, advisee, friend, etc.).

2. In regard to the characteristics noted below, I would rate the individual as follows: (1-5; with 5 being the highest)

A. _____ APPEARANCE (Neat and well-groomed)

B. _____ COOPERATION (Works in harmony with others as a team member)

C. _____ DEPENDABILITY (Accomplishes desired actions with minimum supervision)

D. _____ MATURITY (Addresses issues in an adult, responsible manner)

E. _____ INITIATIVE (Take necessary and appropriate action on their own)

F. _____ INTEGRITY (Adheres to principles of honesty and moral courage)

G. _____ JUDGEMENT (Thinks logically and makes practical decisions)

H. _____ BASIC KNOWLEDGE OF FIELD (Has solid foundation in fundamentals)

I. _____ LEADERSHIP (Commands confidence and respect)

J. _____ ORAL EXPRESSION (Speaks forcefully; organizes ideas effectively)

K. _____ WRITTEN EXPRESSION (Writes clearly and concisely)

L. _____ TACT (Is courteous, thoughtful, considerate of others)

4. I _____ do recommend _____ do recommend with reservation _____ do *not*
recommend

this student as a deserving candidate for the Computer Internship Program.

Additional Comments:

Signed: _____ Date: _____

Return to Dr. Linda Davis: Burton 208 William Woods University