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