

## Internship Reference

**Note Students: you will need two references with your application**

\_\_\_\_\_ is applying for an internship. Your comments on the form below will contribute to the successful placement of this student. Please return the completed form directly to the Internship Office, 16 Young Street. Many thanks for your time.

1. In what capacity and how long have you known the student? Please list any courses you have taught the student.

---

---

2. What are the first words that come to your mind to describe this student?

---

---

3. According to your knowledge and experience of this student, please rate him/her in the following areas by encircling 1 (lowest), 2, 3, or 4 (highest), or U if no basis for judgment.

A.	Ability to work with others	1 2 3 4 U
B.	Ability to work independently	1 2 3 4 U
C.	Ability to communicate orally in a clear and articulate way	1 2 3 4 U
D.	Written communication is correct and clear	1 2 3 4 U
E.	Organised in approach to work	1 2 3 4 U
F.	Responds punctually to deadlines	1 2 3 4 U
G.	Responsive to instructions	1 2 3 4 U
H.	Meets class attendance regulations	1 2 3 4 U
I.	Initiative in class work and discussion	1 2 3 4 U
J.	Ability to do research	1 2 3 4 U
K.	Tenacity in class work/projects	1 2 3 4 U
L.	Personally neat and well groomed	1 2 3 4 U
M.	Confidence and politeness	1 2 3 4 U

4. The Internship staff would appreciate any further comments about the student's suitability for a placement:

---

---

If you wish to discuss this applicant further, please contact Dr. Francesca Kazan at 0207 368 8607.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date     /     /