INTERN RECOMMENDATION FORM

Student Name: ____________________________  DSC ID: ____________________________

**Instructions:** The candidate named above is applying to participate in our Business in Action internship program. Participation in this program requires that candidates ask at least two faculty members, preferable in the area of concentration, to fill out this recommendation form. Faculty should complete and submit this form directly to the Internship Coordinator. Please use the following rating scale when evaluating the candidate:

<table>
<thead>
<tr>
<th>Rating (5-1)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Excellent (Exceeded Expectations)</td>
</tr>
<tr>
<td>4</td>
<td>Good (Met expectations)</td>
</tr>
<tr>
<td>3</td>
<td>Average (Sometimes met expectations)</td>
</tr>
<tr>
<td>2</td>
<td>Below Average (Rarely met expectations)</td>
</tr>
<tr>
<td>1</td>
<td>Poor (Did not meet expectations)</td>
</tr>
<tr>
<td>N/A</td>
<td>Not applicable (Unknown)</td>
</tr>
</tbody>
</table>

**A. Work Habits**

1. Exhibits a positive and professional attitude
2. Effectively handles assignments until completion
3. Effectively manages time allocated to assignments

**B. Ability/Willingness to Learn**

1. Shows willingness to learn/be taught
2. Asks relevant and purposeful questions
3. Seeks out and utilizes appropriate resources
4. Accepts responsibility for mistakes and learns from experiences

**C. Communication Skills**

1. Understands and follows written materials/instructions
2. Communicates ideas/concepts/reports clearly in writing
3. Listens to instructions in an attentive manner
4. Demonstrates effective verbal communication skills

**D. Problem Solving Skills**

1. Breaks down complex tasks/problems into manageable sub-tasks
2. Uses a holistic approach in addressing complex assignments
3. Demonstrates initiative in solving routine/non-routine assignments

**E. Professionalism**

1. Exhibits self-motivation in class
2. Demonstrates ability to set priorities
3. Show and apply initiative

**F. Teamwork/Other Attributes**

1. Establishes effective working relationships with peers
2. Accepts criticism in a professional and constructive manner
3. Shows ethical behavior and respects diversity (cultural/ethnic)

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**Overall Recommendation:**

___ I recommend this candidate without reservation
___ I recommend this candidate with reservation. Please explain:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Faculty Signature ____________________________  Date: ____________________________

*Return Form to: Eunice Cooper, Internship Coordinator.*
*School of Business, Dalton State College, 650 College Dr., Dalton, GA 30720;*
*E-mail: businessinaction@daltonstate.edu, or Fax: (706) 272-4525*