

SHELBY COUNTY BOARD OF EDUCATION

2019 Career Ready! Summer Internship Program

June 3, 2019-July 12, 2019

Recommendation Form

APPLICANT:

Please complete the top portion of this recommendation form and submit to two people (non-relatives) who know you. At least one of the recommendations must be from one of your instructors. **All supplemental forms must be submitted in order to have a completed application. Completed forms must be submitted by January 11, 2019.**

Name of Applicant:

First Name: _____

Last Name: _____

Recommender Name and Contact Information:

First Name: _____

Last Name: _____

Organization Name: _____

City/State/Zip: _____

E-Mail Address: _____

Phone Number: _____

RECOMMENDER:

Shelby County Schools is pleased to announce its 2019 Career Ready! Summer Internship Program. These year's internship placements are for a period of six (6) weeks, from June 3, 2019 to July 12, 2019. The goal of this innovative program is to provide students with authentic experiences. In order for students to participate in the "Internship Program" they must be rising juniors, rising seniors, or 2019 graduates who are willing to intern in a local business, health agency, or nonprofit organization.

We are eager to learn from you the applicant's aptitude, strengths, weaknesses and personal characteristics as demonstrated by your experiences with them. Please think about the applicant and their capacity to work and participate in an educational program, level of personal responsibility, reliability, maturity and ability to work with others including taking responsibility of teenagers and communicating with peers.

Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.

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CHARACTERISTICS	Excellent	Very Good	Good	Average	Below Average	Unable to judge
INTELLECTUAL CAPACITY: Ability to ingest, integrate and work with a large quantity of information						
MOTIVATION: Genuineness and depth of commitment to their professional career interest						
INTERPERSONAL RELATIONS: Ability to get along with others, rapport, cooperation, attitude toward supervisor/authority figures						
ANALYTICAL SKILLS: Ability to problem solve, correlate and process information, and to think critically						
JUDGEMENT: Ability to evaluate a problem involving people, common sense and decisiveness						
MATURITY: When something reaches its full level of development, it has achieved maturity for example: Our maturity-we keep focus and keep staying on track to what we're trying to accomplish.						
ORAL COMMUNICATION: The ability to talk with others to give and exchange information and ideas such as: ask questions, give directions and coordinate work tasks						
RESOURCEFULNESS: Ability to discover new resources and to manage new and already present resources skillfully						
RELIABILITY: Dependability, sense of responsibility, promptness, and conscientiousness						
COMMUNICATION SKILLS:	Verbal skills, clarity of expression and articulation					
	Clarity and conciseness of written expression					
Overall Recommendation:	<input type="checkbox"/> This applicant receives my highest recommendation	<input type="checkbox"/> I recommend this applicant with confidence	<input type="checkbox"/> I recommend this applicant	<input type="checkbox"/> I would not recommend this applicant		

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RECOMMENDER: PLEASE COMPLETE QUESTIONNAIRE

1. How long have you known the applicant and in what capacity? _____

2. What characteristics do you consider to be talents, strengths and weaknesses of the applicant?

3. Which of your classes has the student attended? _____
4. Have you interacted with the student outside the regular classroom? _____
If yes, please describe briefly: _____

5. Please address any additional information about the applicant that will help make a determination of eligibility to participate in the “2019 Career Ready! Summer Internship Program”.

Evaluator’s Name (Please Print)

Signature

Title/Position

School/Affiliation

E-mail

Phone