

**QUINCE ORCHARD HIGH SCHOOL  
STUDENT INTERNSHIP  
RECOMMENDATION FORM**

Student \_\_\_\_\_ ID# \_\_\_\_\_

Counselor \_\_\_\_\_ Date \_\_\_\_\_

Teacher: Please return this form to Ms. Kelly, internship coordinator.

Fill in the top portion of this form and give it to your teacher to complete the chart below. The teacher will forward the recommendation to the internship coordinator.

	Excellent	Good	Average	Fair	Needs Help
Attendance					
Punctuality					
Expression of Ideas					
Initiative					
Cooperative					
Industrious					
Reliability					
Relating to Others					
Personal Appearance					
Scholarship (ability)					
Leadership Qualities					
Ability to accept feedback					

As an intern, students represent Quince Orchard School in the business community. Do you have any concerns about this student's ability to convey a positive image? Please Explain.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name