



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE



CSUN in DC LETTER OF RECOMMENDATION FORM

Name of Applicant: _____

To be completed by a Mentor, Work or Internship Supervisor, or Faculty Member:

This applicant is applying for the CSUN in DC Internship Program at CSUN. Students selected for the CSUN in DC Program will live, work, and learn in Washington, D.C. for an entire semester. The student will be working in a congressional office, an agency, a non-profit, or with an advocacy group for 25-40 hours per week. Students are expected to conduct themselves with professionalism and integrity and they are expected to represent the program and CSUN in a positive light. Your candid assessment of the student’s professionalism, overall maturity, and skillset is appreciated.

OVERALL RATING:

(Choose one)

Excellent Above Average Average Below Average Poor

PERSONAL EVALUATION:

Please check the box below that best applies to the candidate for each of the three areas:

Dependability / Reliability (meets deadlines, shows up on time, keeps his/her word)

Excellent Above Average Average Below Average Poor

Communication / Critical Thinking Skills (communicates effectively, is engaged, participates meaningfully)

Excellent Above Average Average Below Average Poor

Overall Maturity / Judgment

Excellent Above Average Average Below Average Poor



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COMMENTS:

Please provide comments elaborating on the categories above. Attach additional pages if necessary.

Evaluator Name

Position/Title

Signature (type your name for signature)

Date

Please return the completed form via email to us at dcinterns@csun.edu. Please contact Dr. Lawrence Becker or Dr. Tyler Hughes at lawrence.becker@csun.edu or tyler.hughes@csun.edu with any questions or concerns.