Arcadia University
Internship Reference

Student Information

Name_________________________________________ Home University_________________________________________

Internship Program___________________________ Study Period & Year_________________________________________

This reference should be written by someone who has supervised you in a workplace setting—this includes jobs, work study positions, research positions, previous internships or any other relevant experience. Ideally this letter will be written by someone in a field similar to your internship interest area.

Waiver:
I authorize this form to be completed and sent to Arcadia University.
I hereby (check one): ☐ waive ☐ do not waive my rights of access to this information.

Student Signature___________________________ Date______

For the Referee

Name_________________________________________

Organization___________________________ Position_________________________________________

Email___________________________ Telephone___________________________

Instructions
We ask that you address the questions below and indicate whether you would recommend the student without reservation for an internship overseas. Please note that the reference should be typed and printed on appropriate letterhead. Handwritten references cannot be accepted. Letters should be signed and include your contact details.

Questions to be Addressed
Please explain how you know and in what capacity you have supervised the student. Additionally, please comment on the student’s:

1) Overall maturity
2) General interest and motivation
3) Flexibility and ability to adapt to change
4) Ability to complete assigned tasks with or without close supervision
5) Ability to work with and show consideration for others
6) Ability to benefit from constructive criticism

Submitting the Completed Reference
Completed reference letters can be sent by fax, scanned email or mail to the details below:

Scanned email: auabroad@arcadia.edu
Fax: 215.572.2174
Mail: Arcadia University The College of Global Studies 450 S. Easton Road Glenside, PA 19038