

**2009 Xavier University Summer Service Internship
Student Coordinator Recommendation Form**

Applicant's Name: _____ How long have you known the applicant? _____

Individual Completing Form: _____ E-mail: _____ Tel: _____

In what capacity have you known the applicant? _____

Please Rate the Applicant on the following qualities:

Descriptors	Ratings			
	Always	Often	Sometimes	Rarely
The applicant is trustworthy.				
The applicant makes a positive contribution to your group/organization				
The applicant interacts well with co-workers/peers.				
The applicant follows directions.				
The applicant takes initiative.				
The applicant is responsible, mature, and resourceful.				
The applicant copes well in new learning situations.				
The applicant is generous and readily volunteers to help with tasks.				
The applicant is flexible and adjusts well in difficult situations.				
The applicant has a strong work ethic				
The applicant has a high energy level				
Explain how the applying student has demonstrated that (s)he will work to benefit others through service and gain from the summer service experience.				
Describe what qualities you think (s)he would contribute to a community living environment.				
Describe the area(s) in need of growth for the applying student. Is the student aware of these areas, and how have you seen the student try to improve in these areas?				
Any additional comments you would like to make:				

Signature

Date

Title

Letters of recommendation can be submitted in the following methods:

- *Mail:* Angela Gray
C/O Peace and Justice Programs ML 2910
3800 Victory Parkway
Cincinnati, Ohio 45207-2910
Attention: Summer Service
- *Fax:* 513 745-3371

Deadline: All letters of recommendation must be received by **5pm on January 16, 2009.**