

MOUNTBATTEN INTERNSHIP PROGRAMME

Internship Recommendation Form

Name of candidate: _____ (please print)

Intake applied for: _____ Type of reference (tick one): - Academic - Work

In accordance with the "Family Education Rights and Privacy Act of 1974", the Mountbatten Internship Programme recognises that interns/students enrolled in this Programme have the right to inspect and review all material in their files unless they sign the following statement:

1. I understand my rights under the provision of PL93-830.513 to inspect letters of recommendation on my behalf. In order to encourage the authors of letters about me to write with candour, I have elected not to exercise my rights under the aforementioned statute and affirm that I should not do so in the future.
2. I understand that this document will be used only for the purpose of evaluating my qualifications for participating in the Mountbatten Internship Programme and will be reviewed only by Programme supervisors. It will not be available to any other institution, organisation or private party.

Signature of Candidate

Date

.....
Recommendation by:

Name: _____ Title: _____

Institution: _____ Phone (Day): _____

Address: _____

Relationship to candidate, ie: Tutor, Manager, etc . . . _____

I may be called about my recommendation _____ Yes _____ No

The person named above has applied to participate in a Programme of intercultural service-learning which involves work experience and training in the high-powered business environment of London or New York City. The experience is exciting and valuable, but successful participation depends very much on qualities of maturity, responsibility, commitment, sensitivity, patience and flexibility. Your honest evaluation will be most helpful to us and to the Candidate. Thank you very much for your co-operation. **Please note that this form is not valid unless the additional comments sections have been filled out.**

Please use the table below to give us a general profile of the Candidate:

MOTIVATION	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Seriousness of purpose						
Interest in other cultures						
Intellectual curiosity						
Commitment/dedication						

Additional comments on motivation: _____

RESPONSIBILITY	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Completes tasks as set						
Uses good judgement						
Ability to cope with stress						
Ability to work unsupervised						
Response to directions						

Additional comments on responsibility: _____

RELATING TO OTHERS	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Sensitivity to diversity						
Tolerance of others						
Caring, kind, friendly						
Working with others/team						
Adjustment to new situations						

Additional comments on relating to others: _____

Please add any other information or opinions which you feel would be useful or important for us to know about the Candidate (use additional paper if necessary)

SUMMARY

- _____ I recommend the Candidate without reservation
- _____ I have some reservations but would still recommend (please indicate what your reservations are)
- _____ I have some doubts and advise you to seek additional information
- _____ I do not believe the Candidate would be suited to the Programme

The form has to be posted directly to the Mountbatten office and should not under any circumstances be returned to the candidate. If you fax the form to us in order to meet a deadline, please ensure that the original is still sent by post. References are a critical part of the application process for a place on the Mountbatten Programme and we are therefore extremely grateful for your assistance.

Signature

Date

Please return this form to: **Mountbatten Institute (Asia/Pacific Regional Office)**
1 Glas Haus Building, Room#1404. Sukhumvit 25, Klongtoey-Nue
Wattana, Bangkok 10110 Thailand. Fax: +66 2661 7085