To: Intern Supervisor

From: Patricio Lerzundi, Department Chair
Lehman College Journalism, Communication & Theatre Department

I know that it can be difficult to assign a grade to a student who has been working with you during the semester. The following guidelines should be considered when evaluating your Lehman interns and assigning letter grades:

<table>
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<th>Excellent (A)</th>
<th>Good (B)</th>
<th>Average (C)</th>
<th>Poor (D)</th>
<th>Unsatisfactory (F)</th>
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NAME of INTERN________________________________ SEMESTER/YEAR________________

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<th>GRADE</th>
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Attitude

Attendance and punctuality

Reliability

Ability to perform assigned tasks

Ability to go beyond assignments and "pitch-in" when needed

Ability to work with other interns and staff

Written expression (if needed for tasks)

   English

   Other (indicate which and grade only if used for internship)

Oral expression (if needed for tasks)

   English

   Other (indicate which, and grade only if used for internship)

OVERALL EVALUATION ________

COMMENTS__________________________________________________________

We appreciate your working with our interns and thank you for taking your time to help them gain valuable experience through your Internship Program. Please sign your evaluation and include your title. If you have any questions, please send an e-mail to jct@lehman.cuny.edu or call 718-960-8217.

Company __________________________________________________________

Name and Title of Evaluating Supervisor ______________________________

SIGNATURE________________________________ DATE____________________