LEAVE-TERM FUNDING RECOMMENDATION FORM

This form, its instructions and the subsequent letter of recommendation may be used in application to internship and fellowship funding programs administered by the Dartmouth Center for Service, the Rockefeller Center, the Dickey Center, and Center for Professional Development. Please deliver this form and your recommendation letter by giving it to the student or by sending it directly to the appropriate office(s), checked below.

To be completed by the applicant:
I waive _____ do not waive _____ any right I may have to read or obtain copies of the recommendation.

Placement: ____________________________ Internship Term: ___________
Brief Description: ____________________________

Centers to which you are applying for funding (check all that apply):
_____ Dartmouth Center for Service (To: Domestic Internships, Dartmouth Center for Service, HB 6154, Fax: 603-646-2645, DCS.Domestic.Internships@Dartmouth.edu)
_____ Rockefeller Center (To: Internships, Rockefeller Center, HB 6082, Fax: 603-646-1329)
_____ Dickey Center (To: Internships, Dickey Center, HB 6048, Fax: 603-646-2168)

Due date for the recommendation to be received at the appropriate office: ___________
Signature of Applicant ____________________________ Date ___________
*electronic signature accepted

To be completed by the applicant’s reference:
Students participating in unpaid leave-term internships and fellowships can apply to the Rockefeller Center, Dartmouth Center for Service, Dickey Center, and Career Service’s Nancy Boehm Coster Public Policy Career Encouragement Program for funding to defray their costs. Some examples of DCS projects are: teaching in urban schools; working with homeless shelters, refugee centers, legal aid, medical projects abroad, and helping handicapped children. Examples of Rockefeller Center and Boehm Coster internships include: working for a Member of Congress, a federal or state agency, and a non-profit or advocacy group. Examples of Dickey projects include overseas internships at embassies, research organizations, clinics or nonprofits. Stipends are provided for living expenses. Supplemental funds are sometimes available for students on financial aid.

We appreciate your taking the time to fill out this recommendation form on behalf of the prospective intern or fellow. Please respond to the questions on the following page, commenting on the appropriateness of the proposed internship to the applicant. Be sure to return this cover page with your recommendation. Thank you for helping us to make our awards wisely.

Name (please print): ____________________________
Signature: ____________________________ (*electronic signatures accepted)
Address: ____________________________ City: ________________
State: _______ Zip: __________

Phone (Work): ________________ Home): ________________

Relationship to student: ____________________________
Date: ________________

*electronic signature accepted

NOTE: Internship and fellowship applications, including all recommendations, must be complete for a student to be considered for funding.
LEAVE-TERM FUNDING RECOMMENDATION FORM
TO BE COMPLETED BY APPLICANT’S REFERENCE:
(Please feel free to attach a letter or separate document addressing the following questions)

1. How long and under what circumstances have you known the applicant?
   ____________________________________________________________
   ____________________________________________________________

2. Describe the applicant’s strengths.
   ____________________________________________________________
   ____________________________________________________________

3. Describe the applicant’s weaknesses.
   ____________________________________________________________
   ____________________________________________________________

4. How would this internship enrich the student’s academic pursuits?
   ____________________________________________________________
   ____________________________________________________________

5. How does the applicant respond to stressful situations? To decision-making situations?
   ____________________________________________________________
   ____________________________________________________________

6. Based on your interactions and experiences with the applicant, please comment on the following characteristics?
   Leadership: ______________________________________________________
   Dependability: ______________________________________________________
   Ability to work with others: ______________________________________________
   Initiative: ____________________________________________________________
   Appreciation and respect for others and their uniqueness: _______________________
   Flexibility: ____________________________________________________________

7. How do you rate this applicant as a student intern (check one)?
   _________ Outstanding, more than qualified
   _________ Good, better than many
   _________ Weak, should be discouraged