

**School of Theatre, Film & Television
Theatre Program**

Letter of Evaluation and Grade Recommendation

To complete the internship, the Supervisor must submit an evaluation of the intern's performance--with a Grade Recommendation and a Letter of Evaluation.

Letter of Evaluation

Evaluate the intern's performance in a letter addressed to the student's supervisor in the School of Theatre, Film & Television. The letter should be written and signed by the intern's supervising professional. Comment on the following: (1) Discipline/Cooperation/Reliability, (2) Creative Contributions, (3) Problem areas/Recommendations for improvement.

Grade Recommendation

Verify the hours worked by the intern and recommend a grade for the internship using the following scale:

S = Superior, P = Passing, or F = Fail

The Grade Recommendation and Letter of Evaluation may be sent to Justine Collins by mail or by email (jcollins@email.arizona.edu).

Internship Grade Recommendation

_____ completed the required number of work hours
(_____) for _____ units of academic credit.

Recommended Grade: _____

Date: _____

Print Name: _____

Signature: _____

(Provide info below, or affix a business card)

Title: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

