

**School of Media Arts**  
**Graduate Internship**  
**Grade Recommendation & Letter of Evaluation**

Dear Internship Supervisor:

Thank you for providing our student with an internship. The evaluation is an important part of the internship experience.

Please evaluate the intern with both a Grade Recommendation and a Letter of Evaluation.

You may send the Grade Recommendation and Letter of Evaluation to me by email (via company email) or by mail (on company letterhead) or with the student intern, whichever is convenient for you.

The Grade Recommendation asks you to (1) verify that the intern completed the required number of hours for the internship and (2) recommend a grade for the intern using the following scale:

S = Superior, P = Passing, C = Fair, D = Poor, and E = Failure.

Thank you for giving your time to supervise our student intern and to provide an evaluation of the intern's performance.

Sincerely,

Mary Beth Haralovich, Ph.D.  
Director of Internships in Media Arts  
mbharalo@u.arizona.edu