

DATE

Dear **SUPERVISOR**,

NAME completed **his** service with your organization this past summer as part of our Design, Partnering, Management Innovation professional service practicum (DPMI Plus). My communication with **him** over these past months has indicated that **he** has gained invaluable experience and knowledge, and contributed to the accomplishment of your mission. Thank you for providing this opportunity.

In the time remaining, we at the Middlebury Institute would appreciate it if you would evaluate **NAME'S** work. While this evaluation will not in any way be used as part of the student's grade, we feel it is critical for us and **NAME** to receive as much feedback as possible regarding **his** performance while serving with your organization.

It would be helpful if you provided an evaluation on the following dimensions.

- Performance of assigned tasks and contribution to mission of unit
- Multi-tasking ability
- Creativity, innovation and self-starting in the absence of direct supervision
- Writing skills
- Oral communication skills
- Sense of responsibility
- Team player
- Interpersonal skills
- Ability to accept criticism
- Did she meet your expectations?

Dr. Levinger or myself will be writing letters of recommendation for participants as students apply for professional positions. Your assessment of **NAME'S** abilities and performance will be invaluable as a component of our assessment.

Please feel free to use the most convenient means to respond to this request- mail, fax or email.

I sincerely appreciate your efforts in involving **NAME** in the work of your organization. And please pass on my appreciation to your staff who have added immensely to the experience **he** has gained.

We look forward to the opportunity for other Middlebury Institute students to serve your organization.

With best regards,

Carolyn Taylor Meyer
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