

**DEPARTMENT OF ECONOMICS  
HUNTER COLLEGE**

**INTERN'S MID-SEMESTER REPORT**

Name of Intern:  
Host Institution:  
Intern Schedule:

Dear Internship Host Supervisor:

We hope that this semester's service-learning experience is proving valuable for both the intern and your institution.

Please sign this letter and return as confirmation that the student is meeting his/her internship responsibilities.

We also ask that you comment on the intern's progress to date on the reverse side of this letter. Aspects of the intern's performance that you should address include: carrying out assigned responsibilities; adapting to the pace, the environment, and the people at your organization: punctuality; reliability, possession of aptitude, skills, and attitude suited to the intern's position, and current intern projects.

A final evaluation of the intern's performance will be requested later in the semester.

If you have any questions or concerns, please do not hesitate to call the Internship Coordinator at 212-772-5400. Thank you for your cooperation and your continued interest and participation as a host organization.

Sincerely,

Internship Coordinator

Date

**DEPARTMENT OF ECONOMICS  
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**BRIEF EVALUATION OF THE INTERN'S PROGRESS TO DATE**

**NAME OF STUDENT:**

**HOST ORGANIZATION:**

**HOST SUPERVISOR:**

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

Thank you for your assistance. Please return this confirmation letter to Internship Coordinator,  
Department of Economics, Hunter College, 695 Park Avenue,, New York, NY 1002 1.