

TO: Andrew Cornell

FROM: Debbie Kaylor - *DJK*
Associate Director, Career Center

DATE: January 8, 2007

SUBJECT: Boise State University *Internship Program Advisors Manual* update

I am writing this letter in regard to updates that you wrote for the Boise State University *Internship Program Advisors Manual* as part of your English 512 class in the fall of 2006.

I want to thank you for your hard work, professionalism, and dedication to this project. To call it an "update" is truly minimizing your efforts. The manual went from a document filled with useful information that was in no particular order to a guide that is full of very useful and relevant information including printable instructions, checklists, screenshots, and example documents with all the content catalogued in a user-friendly table of contents. Those using this manual will truly appreciate the ease with which the information is presented.

Working with you was a very positive experience for me. You exhibited professionalism and went above and beyond my expectations specifically with the amount of research that you did in order to add new content. Additionally, I was impressed with your ability to work together as team, keeping the project on track, and overcoming the obstacles that came up throughout the semester.

The *Internship Program Advisors Manual* is an important resource for our Internship Advisors. I knew that it had to be updated but was unable to find the time to do it. Your leadership and focus made the project effortless on my part! The Internship Program will now get to reap the rewards of your hard work as we take the program to the next level!

On behalf of the Internship Program at Boise State University, I want to thank you for the outstanding job that you did in redeveloping this manual. I would certainly welcome the opportunity to work with you again on another project.