

We hereby state that _____, current BA student in _____ at the Universidad de las Américas Puebla concluded his/her professional practices in the _____ area, performing the following activities:

1 The trainee's performance in relation to the following criteria was:

PUNCTUALITY

Insufficient	Regular	Good	Excellent
Never arrived on time	Frequently arrived late	Rarely arrived late	Was always punctual

ATTENDANCE

Insufficient	Regular	Good	Excellent
Did not attend	Was frequently absent	Constantly attended	Always attended

FULFILLMENT OF THE OBJECTIVES FOR THE ASSIGNED ACTIVITIES

Insufficient	Regular	Good	Excellent
Not fulfilled	Frequently fulfilled	Constantly fulfilled	Always fulfilled

EFFICIENT USE OF THE ASSIGNED RESOURCES

Insufficient	Regular	Good	Excellent
Never used efficiently	Frequently used efficiently	Constantly used efficiently	Always used efficiently

NORMS, REGULATIONS AND DIRECTIONS FULLFILLMENT

Insufficient	Regular	Good	Excellent
Not fulfilled	Frequently fulfilled	Constantly fulfilled	Always fulfilled

IMPLEMENTATION OF INICIATIVE BASED ON SOUND CRITERION

Insufficient	Regular	Good	Excellent
Never implemented	Frequently implemented	Constantly implemented	Always implemented

2 The student showed the following abilities:

Shows...	DOES NOT APPLY	NOT SHOWN	LITTLE	ENOUGH	HIGH
... Mastery of theoretical, methodological and or technological aspects					
... Critical, creative and interdisciplinary ability to identify, analyze and solve problems and challenges presented during his/her activities performance					
... Shared leadership ability					
... Ability to communicate in oral and written form					
... Ethical and socially responsible behavior					
... Mastery of English or other languages					

Additional comments

3. We (are / are not) interested in receiving more UDLAP students as trainees within our company

Why?

Name and signature _____

Position _____

E-mail address _____

Telephone number _____

Company's oficial stamp
