SACRAMENTO STATE
COLLEGE OF BUSINESS ADMINISTRATION

INTERNSHIP
& Cooperative Education program
experience + credit + pay

Faculty Recommendation Form

STUDENT COMPLETES THIS SECTION: ☐ Junior ☐ Senior ☐ Grad Student Student ID #_____

Name _____ Concentration/Program _____ Email _____

Phone _____ Cell _____

Signature_____ Date _____

FACULTY MEMBER COMPLETES THIS SECTION

Internships and Cooperative Education are degree enhancing programs, designed to allow students to integrate classroom study with supervised, paid, full or part-time practical and professional work experience in their field. The program requires faculty participation and this faculty support is one of the keys to developing a strong Internship/Co-Op Program.

Faculty Member	Dept.	Campus Extension 8 -
Email Address		

Are you willing to recommend this student to employers as either an Internship or Co-Op employee?
☐ Yes ☐ No   If no, please state why:

Please comment on the following areas, being as specific as possible:
Quality of student's academic work:

Student's verbal and written communication skills:

Student's ability to get along with others:

Any additional comments:

Faculty Signature: Date:

Please return this form to the Office of Student Engagement **via email: cob-ugrad@csus.edu**

For questions or more information, email cob-ugrad@csus.edu

Student Eligibility/Qualifications

In order to participate in the Internship/Cooperative Education Program, students must meet ALL of the following requirements PRIOR to enrolling in the program.

Undergraduate [Bachelor's] students:

o	**Major**	Must be **declared** Business Administration major [Pre-Business does not qualify]
o	**GPA**	Undergrads must have a minimum GPA of 2.5 **MIS** and **ACCY** students must have a minimum GPA of 2.75
o	**Class standing**	Be at least a second semester junior
o	**Completion of Units**	Must have completed 75 units with at least **15 upper-division units** in the CBA prior to entering the Internship/Co-Op Program. These courses must have a course number of 100 or higher. Notes: o **MIS** students must have completed MIS 160 for Internship o **ACCY** students must have completed ACCY 111 for either a Co-Op or Internship o **HROB** students must have completed HROB 151 for a Co-Op course o **RELU** students must have completed RELU 19, 142, 145 for Co-Op
o	**WPJ**	Must have completed the WPJ prior to enrolling in an Internship or Co-Op

Graduate [Master's] Student Requirements

o	**Major**	Must be **declared** Master's of Business Administration major [Pre-Master's in Business Administration does not qualify]
o	**GPA**	Graduate students must have a minimum GPA of 3.0
o	**Foundation**	Must have completed the foundation coursework
o	**Completion of Units**	Must have completed 6 units [2 core courses] of the program requirements – these courses must begin with a course number of 210 or higher **MIS 210** must be completed for a Co-Op **MSBA-MIS** students must have completed two of the following: **MIS 240**, **260 250, 270** for the Internship.
o	**Writing Proficiency**	Must have completed the Writing proficiency requirements for graduate students: Either the WPE or approved exemption PRIOR to enrolling in an internship or Co-op.