



Faculty Recommendation Form

STUDENT COMPLETES THIS SECTION: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> 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: _____
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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: <ul style="list-style-type: none"> 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.