

**Manhattan College  
Cooperative Education/Internship**

**Faculty Endorsement**

When a student is “enrolled” in the Cooperative Education/Internship Program it means that he/she has a file set up in the Career Services Office and is eligible for job opportunities as they arise. A student’s file includes an application, a transcript, and a recommendation or endorsement by an appropriate faculty member. Your endorsement ensures that the student meets the necessary criteria to be considered a Cooperative Education/Internship student: good academic standing, responsibility, and satisfactory work performance. Thank you for your help in this step of the Cooperative Education/Internship placement process. If you have any questions, please call the Career Services Office at extension 7224.

Student Name \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Expected Date of Graduation \_\_\_\_\_

Please check one.

•The student has demonstrated that he or she is responsible as evidenced by punctual and regular class attendance, assignments turned in on time, etc.

- Excellent
- Satisfactory
- Unsatisfactory

•The student has demonstrated satisfactory quality of work as evidenced by class assignments or extra/co-curricular activities.

- Excellent
- Satisfactory
- Unsatisfactory

**Endorsement of Faculty**

**Based on these criteria the above named student is:**

\_\_\_\_\_ Eligible to begin a Cooperative Education/Internship Placement Search  
\_\_\_\_\_ Not eligible to begin a Cooperative Education/Internship Placement Search

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Title \_\_\_\_\_

Date \_\_\_\_\_  
Department \_\_\_\_\_

**Please fill out and return to:** Career Services Office  
Miguel Hall-5<sup>th</sup> Floor