

**Student Letter of Recommendation**

Business Management students may use this form to satisfy their letter of recommendation when applying to participate in the Business Management Internship Program. Students may not move forward with program participation unless all required documentation, including this form have been submitted for review.

Farmingdale State College Professors should submit this completed form to the Business Management Internship Coordinator, Lisa Lubrano, via their Farmingdale email account to [lubranlp@farmingdale.edu](mailto:lubranlp@farmingdale.edu).

Thank you in advance, for supporting our students as they strive to acquire professional work experience.

Instructions: Please fill in each blank with the appropriate response:

Instructor's Name: \_\_\_\_\_ Student's Name \_\_\_\_\_

Instructor's Email Address: \_\_\_\_\_

Course Name: \_\_\_\_\_ Semester Enrolled: \_\_\_\_\_

Grade Student Earned (current or completed course grade) \_\_\_\_\_

*Instructors, please rate the student according to the following scale for each item:*

5	Excellent	Always demonstrates ability, exceeds expectations
4	Commendable	Most of the time demonstrates ability, meets expectations
3	Fair	Sometimes demonstrates ability, usually meets expectations
2	Poor	Seldom demonstrates ability, rarely meets expectations
1	Unsatisfactory	Never demonstrates ability and never meets expectations

- I recommend this student to positively represent Farmingdale State College \_\_\_\_\_
- Student has the ability to perform in a formal business setting \_\_\_\_\_
- Student demonstrated punctual attendance \_\_\_\_\_
- Student participated in class \_\_\_\_\_
- Student submitted assignments on time \_\_\_\_\_
- Student demonstrates motivation \_\_\_\_\_
- Student demonstrates an eagerness to learn \_\_\_\_\_
- Student demonstrates maturity \_\_\_\_\_
- Student demonstrates professionalism \_\_\_\_\_
- I believe this student will be successful in an internship setting and wholeheartedly recommend them \_\_\_\_\_

*Please list two exceptional skills the student has demonstrated:*

1 \_\_\_\_\_ 2 \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_