



Albany Summer Internship Program

Faculty/Advisor Recommendation Form

Application Deadline: February 6, 2026

Applicant:

Please ask your recommenders to fill out this form and send it directly to Martin B. Shaffer, Ph.D., at the address specified below. This recommendation form is **required**; submission of an additional letter of recommendation is optional.

Applicant Name: _____
(last) (first) (middle)

Please check one: ☐ I waive my right to examine this recommendation
☐ I do not waive my right to examine this recommendation

Applicant Signature: _____

Recommender:

The Albany Summer Internship Program is a competitive program involving a full-time, 6-week residential internship in the city of Albany. Participants work in a professional setting for 4 days a week. The ideal applicant possesses strong academic skills and a high level of maturity, motivation, and independence. Successful candidates typically have a GPA of 3.0 or above (4.0 scale) and have completed 60 or more undergraduate credits.

Recommender Information (please print):

Name: _____

Title: _____

Phone: _____

Email: _____

What is your relationship to the applicant? _____ Advisor _____ Faculty

How long have you known this student? _____

(Continued on next page)

Please rate the student's abilities using a scale of 1-5, with 1 providing the lowest rating and 5 the highest:

- ☐ Ability to work independently
- ☐ Ability to meet deadlines
- ☐ Ability to follow direction
- ☐ Analytical skill level
- ☐ Writing skill level
- ☐ Verbal skill level
- ☐ Ability to accept constructive criticism
- ☐ Ability to succeed in a professional workplace
- ☐ Overall academic capability
- ☐ Overall maturity and motivation

Comments: (if desired, a recommendation letter may substitute for this section)

Please check one of the following:

- ☐ I strongly recommend this student for the Albany Summer Internship Program.
- ☐ I recommend this student with reservations.
- ☐ I do not recommend this student.

Recommender's signature: _____ **Date:** _____

Please retain a copy of this form for your records. Completed forms may be sent via e-mail, fax, or regular mail to the following address:

Martin Shaffer, Ph.D.
Albany Summer Internship Program
School of Liberal Arts
Marist College
Poughkeepsie, NY 12601
Martin.Shaffer@marist.edu

The recommendation can also be dropped off for Dr. Shaffer at the School of Liberal Arts office in Fontaine 200.