

THE FIELD FELLOWS APPLICATION

A completed hard copy of the application and the following documents: Completed Application

- Recent printout of Transcript
- Faculty Recommendation Form
- Resume
- Writing Sample
- Please retain copies of all submitted materials for your records.

Personal Information (Please print)

Last Name: _____ First Name: _____ Middle Initial: _____

Gender: _____ Date of Birth (M/D/Y): _____ Social Security Number: _____

Citizenship Status (check one):

U.S. Citizen: _____ Permanent Resident with Alien Registration No.: _____

Other (please indicate country of citizenship): _____

What languages other than English do you speak, if any?

Current Mailing Address: (Valid Until: _____)

Street: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Academic Background

College or University you have previously attended:

Name of School: _____

City: _____ State: _____ Country: _____

Dates Attended: _____ Major: _____ Degree: _____

Name of School: _____

City: _____ State: _____ Country: _____

Dates Attended: _____ Major: _____ Degree: _____

Name of School: _____

City: _____ State: _____ Country: _____

Dates Attended: _____ Major: _____ Degree: _____

What is your major: _____

Anticipated graduation date: _____

Signature: _____ Date: _____

Please mail or deliver all materials to:

**Lendynette Pacheco
Coordinator, Entrepreneurship Programs
Lawrence N. Field Center for Entrepreneurship
Baruch College
55 Lexington Avenue
Box B2-140
New York, NY 10010**

FOR OFFICE USE ONLY:

Date application received: _____ Entered: _____

THE FIELD FELLOWS RECOMMENDATION FORM

Instructions to the Applicant

This recommendation form should be completed by a faculty member, dean, academic advisor, or department chair who is familiar with your academic performance. Please complete the top portion of this recommendation form, including your name, social security number and waiver section. It is important to sign and date this form before giving it to your recommender (see signature line below).

Name of Applicant: _____ Social Security Number: _____
I hereby _____ waive _____ do not waive future access to this information.

Signature of Applicant: _____ Date: _____

Print or Type Name of Recommender: _____

To The Recommender:

The Field Fellows Internship at the Lawrence N. Field Center for Entrepreneurship is designed to give students valuable professional experience. The Fellows work side by side with Business Development Counselors and Zicklin School of Business faculty in assisting entrepreneurs and small businesses from New York State's business community. Specifically, they provide technical support services in developing business and marketing plans; evaluating and selecting funding alternatives, accounting systems and technology; supervising employees; and studying the implications of business decisions. Your candid and thoughtful appraisal of the applicant is essential to our evaluation process.

In order to more efficiently process student applications we ask that all materials are sent under one cover. Please return your recommendation to the student in a sealed envelope with your signature across the seal. If you do choose to send materials directly, please be aware that this form must be **received** by the Field Center (Baruch College, Box B2-140, 55 Lexington Avenue, New York, NY 10010, Attn: Lendynette Pacheco).

How long have you known this applicant? _____ In what capacity? _____

Please comment on the applicant's attendance and punctuality:

_____ Very good (no more than 1 unexcused)
_____ Satisfactory (no more than 2 unexcused)
_____ Unsatisfactory (3 or more unexcused)

1. What attributes might prevent the applicant from fully benefiting from this program (for example, lack of discipline, focus, thoroughness, or seriousness of intent?)

2. The Internship is by nature, a collaborative effort in which Fellows work directly with business counselors and the general public. Would the applicant be able to participate in this group environment? Please describe the applicant's participation on group assignments/activities. Is he/she self-absorbed or a team player? Is he/she able to comment in a constructive manner?

3. The Internship puts students in direct contact with the general public and confidential information about the Field Center's clients. Is the student able to work with many different types of people?

4. How does the applicant engage in class discussions? Does he/she offer original ideas, constructive suggestions, insightful questions, and comments that indicate preparedness? Must his/her participation be solicited?

5. Please comment on the applicant's ability, including any unique talents and qualifications.

6. Please include any additional comments or information that you feel would help us in evaluating this student.

Summary Evaluation:

I recommend this candidate

_____ Without reservation

_____ With reservation

_____ I feel this candidate is unsuitable for the Fellowship at this time.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Telephone Number: _____ Email: _____

Please retain a copy of the completed recommendation. Thank you for your time.