

# INTERNSHIP PETITION: SCHOOL OF COMPUTING AND ENGINEERING

NAME (first and surname) \_\_\_\_\_

UMKC STUDENT ID NUMBER \_\_\_\_\_ Level: (circle one) Undergraduate Graduate

UMKC EMAIL ADDRESS \_\_\_\_\_

Expected Graduation (Semester/Term): \_\_\_\_\_

Course: (circle one) CE 491 CS 491 ECE 491 IT 491 ME 491

Major: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

**Petition for internship credit should be submitted to an advisor in FH 336**

*Any communication will be sent to your UMKC email address. Please allow 1-2 weeks for a decision from the petition committee.*

PETITION (check one) <input type="checkbox"/> count toward major electives (CS) <input type="checkbox"/> count toward general electives (all)	
<input type="checkbox"/> required internship for degree (IT) <input type="checkbox"/> CPT (international graduate)	
Company/Organization Name: _____	
Job Title: _____	
Direct Supervisor: _____	
Length of Internship: _____	
Credit Hours (0-6): _____	
<small>*Minimum contact hours for internship experience is 55 contact hours per 1 credit hour.</small>	
STUDENT SIGNATURE: _____	DATE: _____

**PLEASE ATTACH AN OFFER LETTER THAT LISTS YOUR BASIC JOB DUTIES AND JOB TITLE. PETITIONS WILL NOT BE CONSIDERED WITHOUT EMPLOYMENT PROOF AND A DESCRIPTION OF JOB DUTIES. ALL PETITIONS MUST BE SUBMITTED TO THE COMMITTEE BY AN ADVISOR.**

ADVISOR'S COMMENTS: (Please print an Advising Profile for each petition)	
ADVISOR SIGNATURE: _____	DATE: _____

SCE UNDERGRADUATE/GRADUATE COMMITTEE ACTION: APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	
Comments: _____	
COMMITTEE CHAIR SIGNATURE: _____	DATE: _____

FOR OFFICE USE ONLY	<input type="checkbox"/> Added to Petition Spreadsheet
<input type="checkbox"/> Student Notified of Decision	<input type="checkbox"/> Pathway Permission Granted
REVISED June 21, 2018 (GNC)	