

INTERNSHIP PETITION: SCHOOL OF SCIENCE 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 OTHER

Major: _____ Academic Advisor: _____

Petition for internship credit should be submitted to your academic advisor

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) ☐ count toward major electives (CS) ☐ count toward general electives
☐ required internship for degree (IT) ☐ CPT (international student)

FILL OUT THIS FORM COMPLETELY.

Company/Organization Name: _____

Company Address (street/city/state/zip): _____

Is the internship in person, virtual, or hybrid? _____

Job Title: _____

Direct Supervisor: _____

Start and End Date of Internship: _____

Enrollment Semester of Internship: _____

Credit Hours: _____

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: _____

SSE UNDERGRADUATE/GRADUATE COMMITTEE ACTION: APPROVED ☐ DENIED ☐

Comments: _____

COMMITTEE CHAIR SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

REVISED July 19, 2022 (MLE)

- ☐ Added to Petition Spreadsheet
- ☐ Student Notified of Decision
- ☐ Pathway Permission Granted