

# 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: \_\_\_\_\_

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) <input type="checkbox"/> count toward major electives		<input type="checkbox"/> count toward general electives	
<input type="checkbox"/> required internship for degree		<input type="checkbox"/> CPT (international student)	
<b>FILL OUT THIS FORM COMPLETELY.</b>			
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.**

<b>ADVISOR'S COMMENTS:</b> (Please print an Advising Profile for each petition)	
ADVISOR SIGNATURE:	DATE:

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

<b>FOR OFFICE USE ONLY</b>	<input type="checkbox"/> Added to Teams Internship File
REVISED September 7, 2022	<input type="checkbox"/> Student Notified of Decision
	<input type="checkbox"/> Pathway Permission Granted