

STUDENT REQUEST FOR INTERN/CO-OP/RESEARCH CREDIT

The student below is requesting credit in coordination with his or her internship, co-op, or research position. The student is enrolled in the UMBC Career Center's practicum which provides a record of the student's participation in a University sanctioned placement and enables the Career Center to monitor the student's performance. If you are interested in obtaining a copy of the student's requirements including his or her placement and performance evaluations, please contact the coordinator below. We would be happy to provide these documents for your review.

Student: _____ Placement: _____
Username/Student ID: _____ Job Title: _____
Major: _____

Seeks Permission For:

Course Number: _____ Semester & Year: Spring 2015
Number of Credits: _____ Instructor: _____

Staff Member: _____ Phone Number: _____
Email: _____
Staff Signature: _____ Date: _____

IMPORTANT NOTE TO STUDENTS & FACULTY: To complete this registration the instructor MUST grant permission for online registration. Once approved, it is the responsibility of the student to enroll himself or herself in the appropriate credit course. The Career Services Center does not have the ability to enroll students directly into academic credit.

SPRING 2015 ALERT: Since the university's schedule adjustment period for other courses ends on Friday, February 6th, faculty will no longer be able to grant online permission for students to register in their internship courses after that time. To enroll a student between then and the Monday, March 2nd independent study/internship course registration deadline for undergraduates, faculty must submit a ticket through myUMBC by clicking on [Help](#) (on the black horizontal bar on the main page of myUMBC), then on [Request Help](#). Under the topic *Classes and Grades*, click on [Registration](#). Fill out the request form and include the student's name, campus ID, email address, course name and number, Instructor's name, number of credits, and method of grading. Please CC the staff member listed above and the student on the ticket. The Registrar's Office will confirm the student's interest in enrolling, then enroll the student directly.

STUDENT ACKNOWLEDGEMENT: I will be seeking academic credit for this experiential learning opportunity and understand that it is my responsibility to add the course to my schedule along with the appropriate credit count once permission is granted or by confirming the posted Help Desk Ticket request (if applicable) by the posted UMBC official deadline date for internship credit.

Student Signature: _____ Date: _____