



Department of

**Technical Communication**

Mercer University

## Petition for TCO Internship, TCO 496

### **Eligibility**

Every student who is eligible for a TCO Internship must formally petition for approval of the internship. Eligibility requirements are that a student

- has at least a 2.0 average in all classes taken for the TCO major,
- is in good academic standing, and
- is within 2 semesters of graduation.

Ideally, the student will be very near graduation. Some students prefer to complete the internship as their last semester prior to graduation.

### **Contents**

At a minimum, the petition should include the following information:

1. Date of petition
2. Position title for the internship, company name, company address and phone number
3. Description of your job
4. Start and end dates, working hours, pay rate
5. Your supervisor's name, contact information, degree field and experience
6. Forecast of predicted learning objectives
7. Timeline of predicted deliverables [subject to revision during internship]

### **Requirements for Internship**

To qualify for TCO 496 credit, internships must be *full time, at least 12 weeks* in duration (most students work 13 or 14 weeks). Petitions must be *approved* before the intern begins to work. Please submit two weeks prior to starting.

Petitions should be in the format of a business letter and may be delivered by e-mail or paper copy to:

Dr. Marjorie T. Davis, Chair  
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Mercer University  
Suite 201, Engineering  
Macon, GA 31207-0001

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