

Petition Form: *Local Engagement or Global Engagement*

Purpose: This petition form allows BSBA students to propose an alternative to the approved options to meet either the Local Engagement requirement or the Global Engagement Requirement.

Instructions: First, review the Local or Global Engagement Experience options, guidelines and policies that are described on the BSBA website. Then complete the following:

Student name: _____ **Student ID:** _____

Student Email: _____@suffolk.edu **Phone:** _____

Semester of Proposed Experience (circle one): Fall Spring Summer **Year:** _____

This petition is to propose an alternative experience toward the: _____ Local Engagement requirement
_____ Global Engagement requirement

STEP 1: Indicate which option you are proposing:

- course that is not currently listed as a current option. Attach a copy of the syllabus along with your.
- internship in an organization where you will interact with people who are from a different country than your own, or who are culturally, socially, or otherwise significantly different from yourself. Internships for credit must also be approved through an academic department and registered for as a course.
- academic, service or volunteer project or program involving 20 hours of interaction with people locally who are from a different country than your own, or who are culturally, socially, or otherwise significantly different from yourself.
- an experience different from the options listed above.

STEP 2: Write up and attach your petition. Describe the experience you are proposing to count toward the Local or Global Engagement Requirement and how it meets the learning goals for the requirement (see website). Provide enough detail and any information that will help us review your proposal. If you are suggesting a course substitution, attach the syllabus and details as to how it counts. If you are suggesting a service experience or internship, include details about the organizations or groups involved, your role/tasks/involvement, the number of hours you were/will be onsite for the experiential. *Also provide the following specific contact information: Organization name, address and webpage; contact's name, phone, and email; onsite supervisor's name, phone, email.*

STEP 3: Petitions are due by the third day of the semester and will be reviewed only if complete. Submit them to the Undergraduate Programs Office in the Sawyer Business School (12th floor, Stahl Bldg. 73 Tremont Street).

DEADLINES: *If this requirement is to be completed in your last semester senior year, you should submit your proposal in the semester prior.* Petitions will be reviewed within 5 business days at which time you will be notified if it is denied, approved, or if additional documentation or changes are needed. If approved, you will be informed if you need to register for a zero-credit co-requisite specific to the experience, which requires written reflections (see the BSBA website for details).

For Administrative Use Only

Decision:

- Approved
- Denied (explain below)
- Additional info or changes needed (explain below)

Next Steps:

- Ugrad Programs submits waiver to substitute course for this requirement
- Ugrad Programs submits registration approval for course: SBS- _____
- Student to register for course SBS- _____
- Student requested to make changes or provide additional documentation

Date received:

Reviewed by:

Date completed:

Actions taken:

- done
- done
- info emailed to student
- info emailed to student