

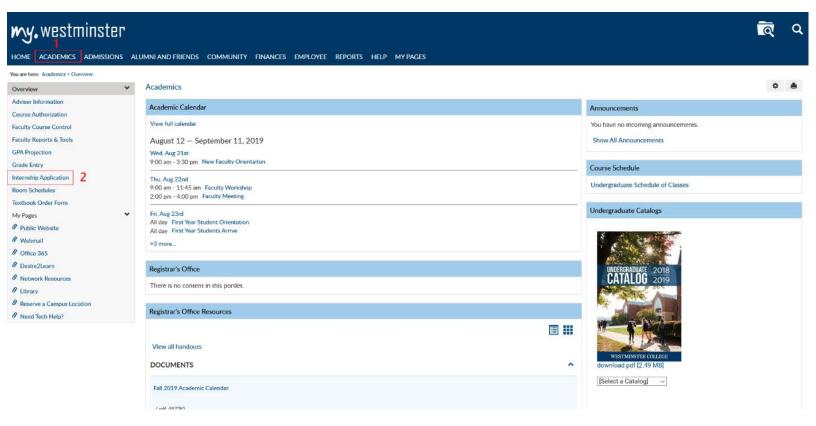
MyWestminster Workflows Internship Application Walkthrough

Congratulations on accepting your internship! Prior to registering your internship for academic credit, please ensure:

- 1. Your advisor is on board with your internship.
- You visit the Professional Development Center (PDC) to be granted access to the online application form.
- 3. You agree to the Terms and Conditions for the semester during which you'll be interning.

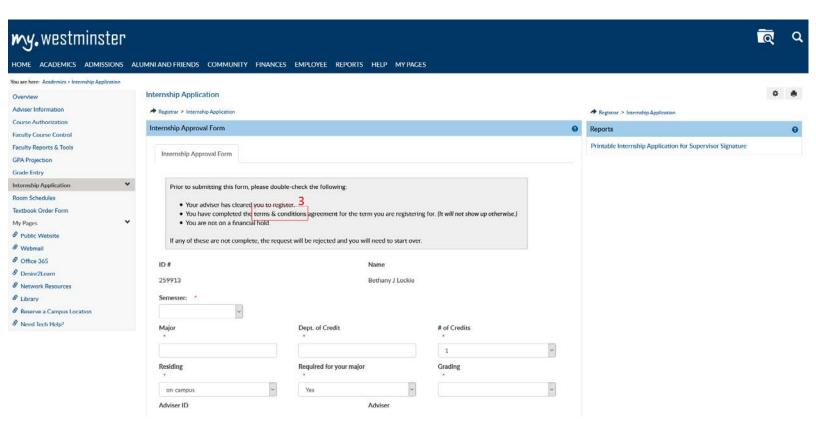
Please follow these steps to apply for academic credit for your internship:

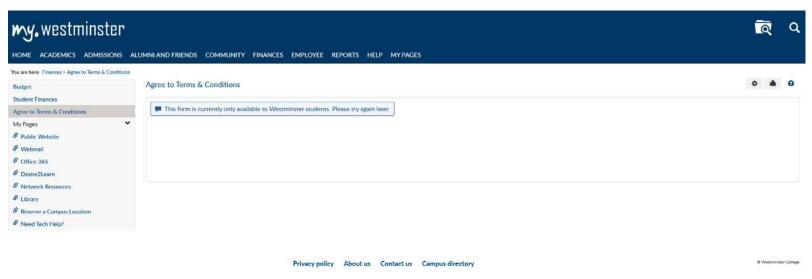
1. Once in MyWestminster, click on the Academics tab.



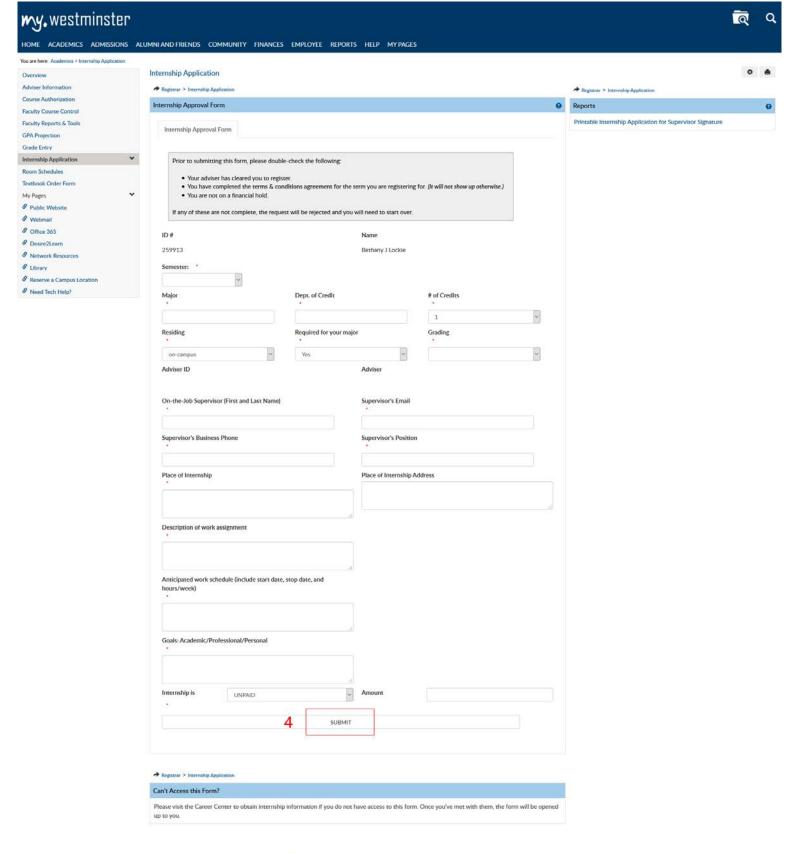
2. After the page loads, locate the column titled Overview on the left side of the screen. Click on Internship Application to redirect to the application form.

3. Before you can register your internship for credit, you must agree to the Terms and Conditions for the semester during which you'll be interning. Click on the link to direct you to a form where you can agree to these requirements.

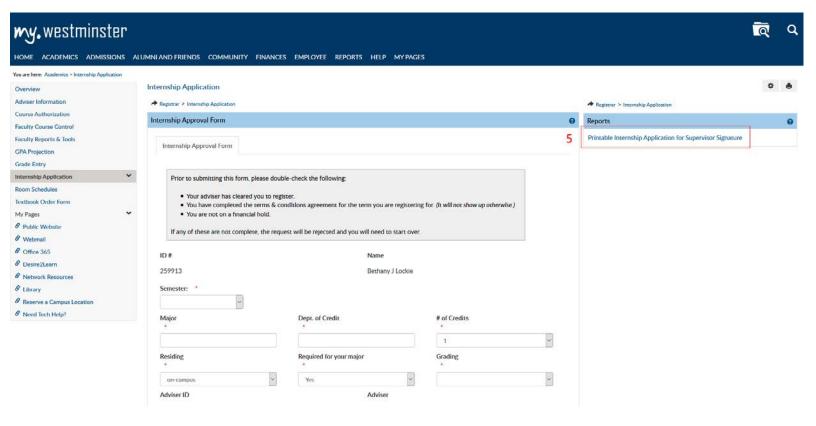




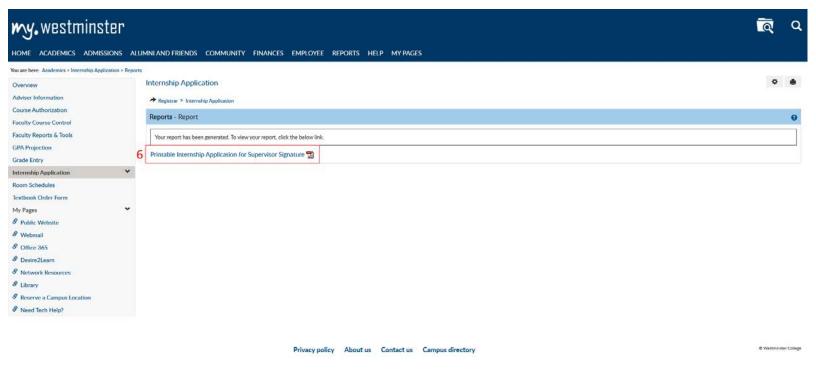
4. After completing the Terms and Conditions agreement, you can return to the Internship Application Form and fill out all required information. Once you enter all required information, hit Submit at the bottom of the page.



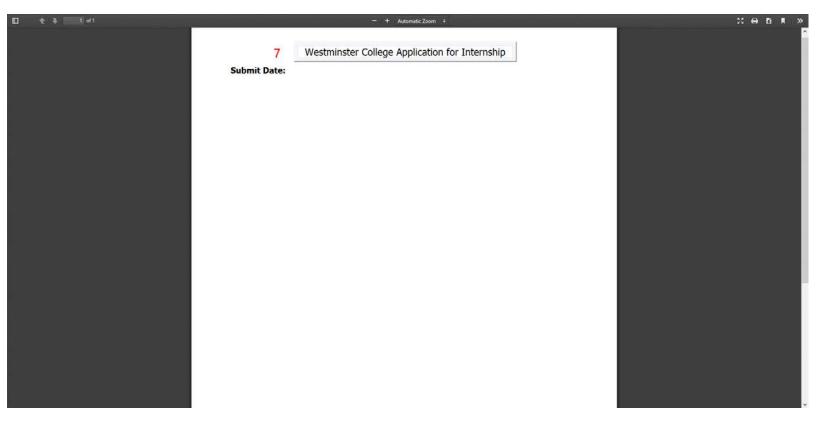
5. After submitting your application, refresh the page and click on Printable Internship Application for Supervisor Signature.



6. After clicking on the link, it will redirect you to a PDF version of the internship application form you just submitted. Click on the PDF to access your application form.



7. Print or save a copy of your internship application form. Your onsite internship supervisor must **review** and **sign** the document before you can be approved for credit.



- 8. Once you get your internship application form signed by your onsite internship supervisor, return it to the PDC in person or email it to Jen Hough at houghja@westminster.edu. After the PDC receives your signed internship application form, you will be cleared to register your internship for credit. Please make sure you're not overloading or on a financial hold—both will delay your registration.
- 9. Remember that you're not officially registered until all steps are completed and you receive an email from the registrar.
- 10. If you have questions, stop by the PDC in the McKelvey Campus Center or email houghja@westminster.edu .