

## 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.
2. 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.

The screenshot shows the MyWestminster website interface. At the top, the navigation menu includes HOME, ACADEMICS (highlighted with a red box and a red number '1'), ADMISSIONS, ALUMNI AND FRIENDS, COMMUNITY, FINANCES, EMPLOYEE, REPORTS, HELP, and MY PAGES. Below the navigation menu, the 'Academics' section is active, displaying an 'Academic Calendar' for August 12 to September 11, 2019. The calendar lists events for Wednesday, August 21st (New Faculty Orientation), Thursday, August 22nd (Faculty Workshop and Faculty Meeting), and Friday, August 23rd (First Year Student Orientation and First Year Students Arrive). Below the calendar, there are sections for 'Registrar's Office' (with no content) and 'Registrar's Office Resources' (with a link to 'View all handouts'). A 'DOCUMENTS' section at the bottom lists 'Fall 2019 Academic Calendar'. On the right side, there are sections for 'Announcements' (no incoming announcements), 'Course Schedule' (Undergraduate Schedule of Classes), and 'Undergraduate Catalogs' (featuring a '2018 2019 Undergraduate Catalog' with a 'download pdf [2.49 MB]' link and a '[Select a Catalog]' dropdown menu). On the left side, a sidebar menu is visible, with 'Internship Application' highlighted by a red box and a red number '2'.

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.

**my.westminster**

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You are here: Academics > Internship Application

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Need Tech Help?

### Internship Application

Registrar > Internship Application

#### Internship Approval Form

Registrar > Internship Application

Reports  
Printable Internship Application for Supervisor Signature

Prior to submitting this form, please double-check the following:

- Your adviser has cleared you to register. **3**
- You have completed the terms & conditions agreement for the term you are registering for. (It will not show up otherwise.)
- You are not on a financial hold.

If any of these are not complete, the request will be rejected and you will need to start over.

ID # 259913 Name Bethany J Lockie

Semester: \*

Major Dept. of Credit # of Credits

Residing Required for your major Grading

on campus Yes

Adviser ID Adviser

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HOME ACADEMICS ADMISSIONS ALUMNI AND FRIENDS COMMUNITY FINANCES EMPLOYEE REPORTS HELP MY PAGES

You are here: Finances > Agree to Terms & Conditions

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Office 365  
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Need Tech Help?

### Agree to Terms & Conditions

This form is currently only available to Westminster students. Please try again later.

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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.

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ID # 259913 Name Bethany J Lockie

Semester: [dropdown]

Major [dropdown] Dept. of Credit [dropdown] # of Credits 1 [dropdown]

Residing on-campus [dropdown] Required for your major Yes [dropdown] Grading [dropdown]

Adviser ID [input] Adviser [input]

On-the-Job Supervisor (First and Last Name) [input] Supervisor's Email [input]

Supervisor's Business Phone [input] Supervisor's Position [input]

Place of Internship [input] Place of Internship Address [input]

Description of work assignment [input]

Anticipated work schedule (include start date, stop date, and hours/week) [input]

Goals: Academic/Professional/Personal [input]

Internship is UNPAID [dropdown] Amount [input]

**4** SUBMIT

Registrar > Internship Application

#### Can't Access this Form?

Please visit the Career Center to obtain internship information if you do not have access to this form. Once you've met with them, the form will be opened up to you.

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

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Internship Application

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Internship Approval Form

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Reports

Printable Internship Application for Supervisor Signature

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ID # 259913 Name Bethany J Lockie

Semester: \*

Major \*

Dept. of Credit \*

# of Credits 1

Residing \*

Required for your major \*

Grading \*

Adviser ID Adviser

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.

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Internship Application

Registrar > Internship Application

Reports - Report

Your report has been generated. To view your report, click the below link.

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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](mailto: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](mailto:houghja@westminster.edu) .