

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 bar includes links for HOME, **ACADEMICS** (highlighted with a red box and a red arrow), ADMISSIONS, ALUMNI AND FRIENDS, COMMUNITY, FINANCES, EMPLOYEE, REPORTS, HELP, and MY PAGES. Below the navigation bar, the main content area is titled 'Academics'. On the left side of the Academics page, there is a sidebar with a list of links. The 'Internship Application' link is highlighted with a red box and a red number '2'. The main content area displays the 'Academic Calendar' for August 12 – September 11, 2019, with a list of events including 'New Faculty Orientation' and 'Faculty Workshop'. On the right side of the Academics page, there are sections for 'Announcements', 'Course Schedule', and 'Undergraduate Catalogs'. The 'Undergraduate Catalogs' section features a link to 'download pdf [2.49 MB]' and a dropdown menu to 'Select a Catalog'.

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

HOMEACADEMICSADMISSIONSALUMNI AND FRIENDSCOMMUNITYFINANCESEMPLOYEE REPORTSHELPMY PAGES

You are here: Academics > Internship Application

Overview

Adviser Information

Course Authorization

Faculty Course Control

Faculty Reports & Tools

GPA Projection

Grade Entry

Internship Application

Room Schedules

Textbook Order Form

My Pages

Public Website

Webmail

Office 365

Desire2Learn

Network Resources

Library

Reserve a Campus Location

Need Tech Help?

Registrar > Internship Application

Internship Approval Form

Internship Approval Form

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

• Your adviser has cleared you to register.

• 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

Adviser ID

Adviser

Registrar > Internship Application

Reports

Printable Internship Application for Supervisor Signature

my.westminster

HOMEACADEMICSADMISSIONSALUMNI AND FRIENDSCOMMUNITYFINANCESEMPLOYEE REPORTSHELPMY PAGES

You are here: Finances > Agree to Terms & Conditions

Budget

Student Finances

Agree to Terms & Conditions

My Pages

Public Website

Webmail

Office 365

Desire2Learn

Network Resources

Library

Reserve a Campus Location

Need Tech Help?

Agree to Terms & Conditions

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

Privacy policy

About us

Contact us

Campus directory

© Westminster College

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.

my.westminster

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

You are here: Academics > Internship Application

Overview

Adviser Information

Course Authorization

Faculty Course Control

Faculty Reports & Tools

GPA Projection

Grade Entry

Internship Application

Room Schedules

Textbook Order Form

My Pages

Public Website

Webmail

Office 365

Desire2Learn

Network Resources

Library

Reserve a Campus Location

Need Tech Help?

Registrar > Internship Application

Internship Application 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.
- 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

1

Residing

on-campus

Required for your major

Yes

Grading

Adviser ID

Adviser

On-the-Job Supervisor (First and Last Name)

Supervisor's Email

Supervisor's Business Phone

Supervisor's Position

Place of Internship

Place of Internship Address

Description of work assignment

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

Goals: Academic/Professional/Personal

Internship is

UNPAID

Amount

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.

Privacy policy

About us

Contact us

Campus directory

© Westminster College

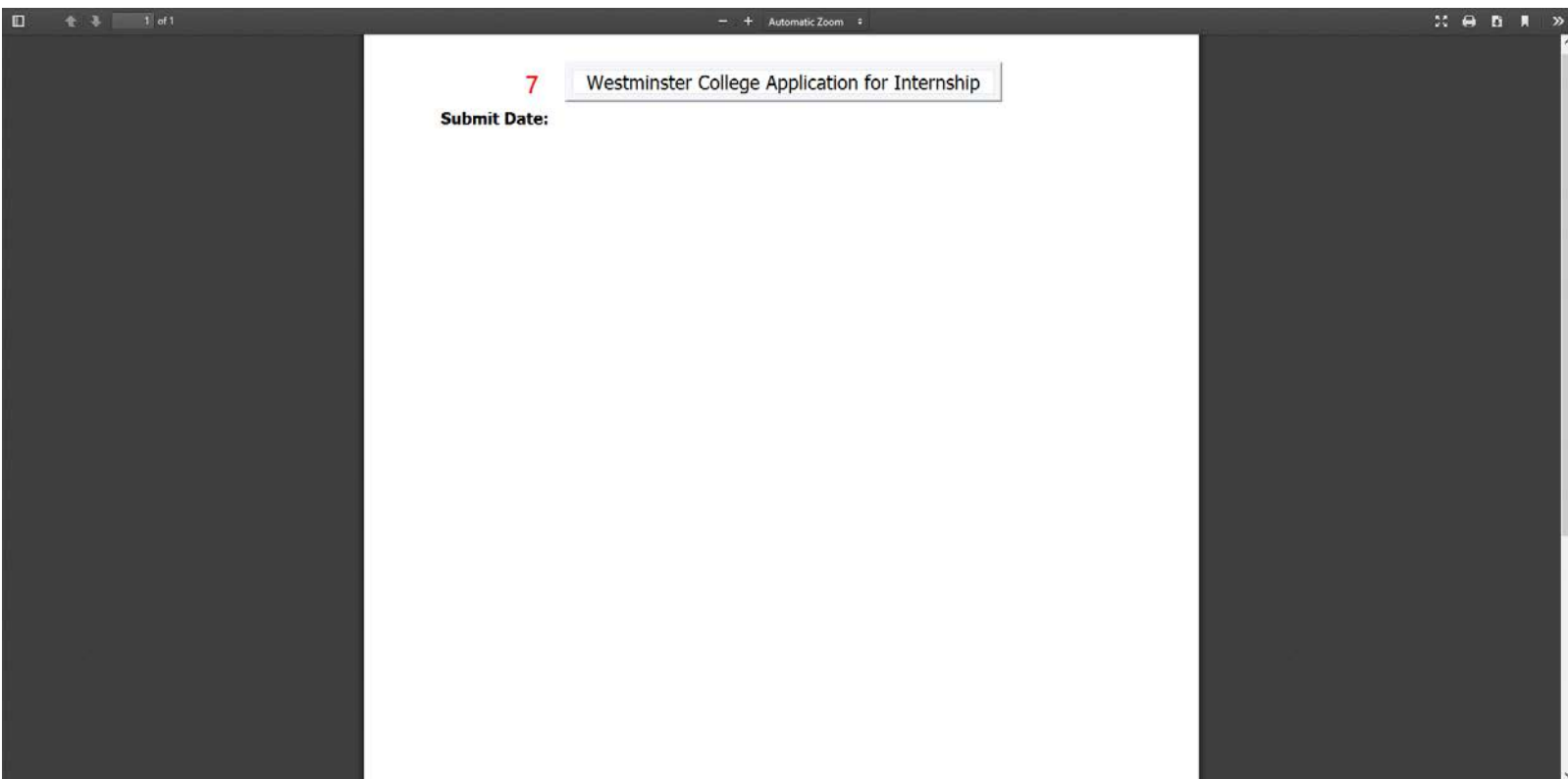
5. After submitting your application, refresh the page and click on Printable Internship Application for Supervisor Signature.

The screenshot shows the 'my.westminster' website interface. The top navigation bar includes links for HOME, ACADEMICS, ADMISSIONS, ALUMNI AND FRIENDS, COMMUNITY, FINANCES, EMPLOYEE, REPORTS, HELP, and MY PAGES. A sidebar on the left lists various services, with 'Internship Application' highlighted. The main content area is titled 'Internship Application' and shows a form for 'Internship Approval Form'. The form includes fields for ID # (259913), Name (Bethany J Lockie), Semester, Major, Dept. of Credit, # of Credits, Residing, Required for your major, and Grading. A red box highlights the 'Printable Internship Application for Supervisor Signature' link in the 'Reports' section.

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.

The screenshot shows the 'my.westminster' website interface, specifically the 'Reports - Report' section. The top navigation bar and sidebar are the same as in the previous screenshot. The main content area is titled 'Reports - Report' and shows a message: 'Your report has been generated. To view your report, click the below link.' A red box highlights the 'Printable Internship Application for Supervisor Signature' link, which is preceded by a red number '6'.

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.

A screenshot of a PDF document viewer. The document is titled "Westminster College Application for Internship" in a header box. Below the title, the text "Submit Date:" is visible, followed by a red number "7". The document is displayed within a window that has a dark sidebar on the left and a dark top bar with navigation icons and the text "Automatic Zoom".

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 lockiebj@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, contact Bethany Lockie in the PDC at 724-946-7338 or lockiebj@westminster.edu.