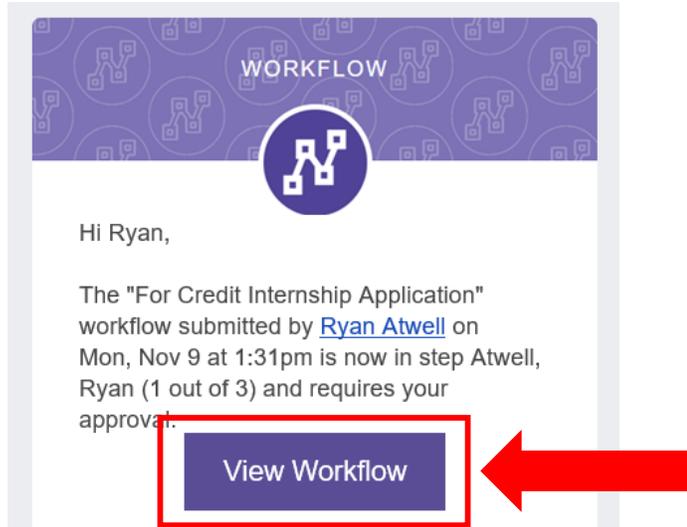MMC Engage For-Credit Internship Application

Faculty Supervisor Approval Process

Step 1: Open Internship Application

Once a student submits an application, you will receive an email with the subject "WORKFLOW APPROVAL: For Credit Internship Application by [Student Name]." Open the email and click "View Workflow."

Step 2: Upload the Syllabus and Select Couse Level

Open the application **in a new tab** by right-clicking on the purple "Open Submission" button and selecting "Open Link in New Tab".
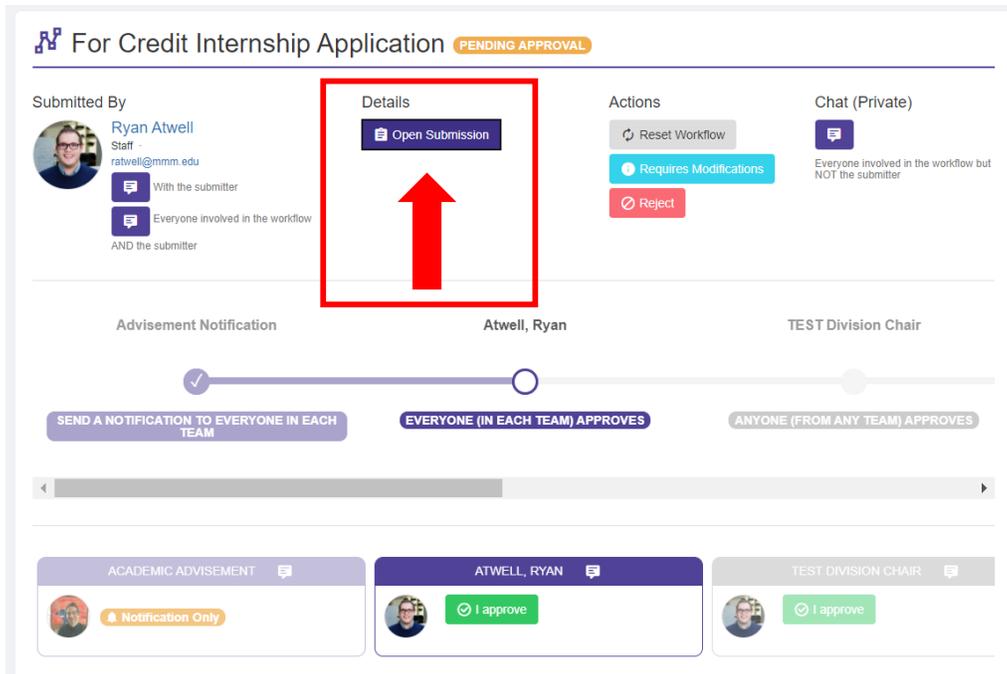
Scroll down to verify that the Course Level for the internship is correct and upload a copy of the syllabus.

Then click the purple "Save" button in the lower right corner of the screen and once saved close the tab and go back to the "Workflow" tab.

Step 3: Approve the Internship Application

To approve the application and send it to the Division Chair, in the Workflow page scroll to the bottom and click the green "I approve" button next to your name.

The Internship has now been approved by the Faculty Supervisor and sent to the Division Chair.