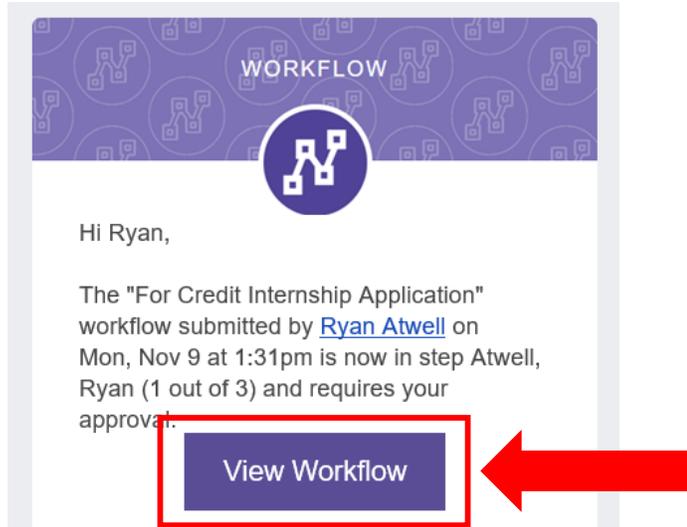


# MMC Engage For-Credit Internship Application

## Faculty Supervisor Approval Process

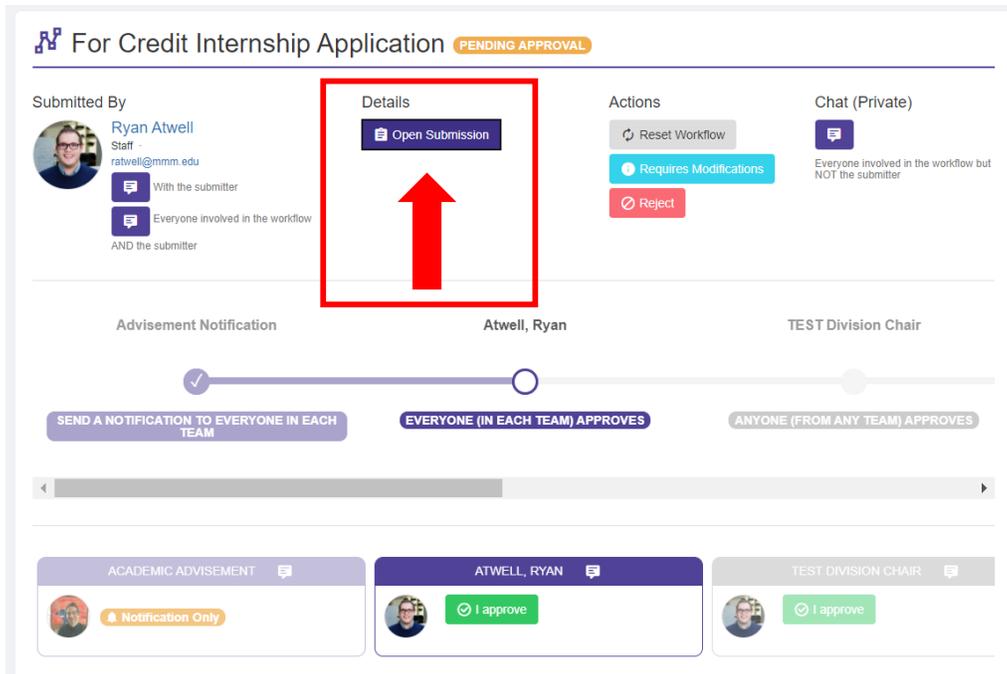
### Step 1: Open Internship Application

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 Course 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.

**For Credit Internship Application** Edit Copy Link Manage

**PENDING APPROVAL**

Please enter your Student ID number \*

Please enter your phone number: \*

Are you an F1 Visa Holder? \*  Yes  No

What semester will this internship be completed? \*

PLEASE NOTE: Winter and Summer internships have a cost above tuition. Winter and Summer internships are NOT covered by tuition, financial aid, or scholarships for the Fall or Spring semesters.

How many credits will the internship be for? \*

You are required to complete 40 hours of work at the internship for each credit you earn over the course of the semester: 1 credit = 40 hours, 2 credits = 80 hours, 3 credits = 120 hours.

Please select your Department: \*

Faculty Supervisor: \*

Please select the course level of this internship. \*

If you are completing this internship as a requirement for your major/minor, please refer to your Academic Catalogue or speak with your Faculty Supervisor to ensure you register for the correct internship course level.

FOR FACULTY SUPERVISOR ONLY: Please upload a copy of the syllabus.

For Faculty Supervisor Only. Students should not upload any documents here.



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.

Please select the course level of this internship. \*

If you are completing this internship as a requirement for your major/minor, please refer to your Academic Catalogue or speak with your Faculty Supervisor to ensure you register for the correct internship course level.

FOR FACULTY SUPERVISOR ONLY: Please upload a copy of the syllabus.

For Faculty Supervisor Only. Students should not upload any documents here.



### 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.

**For Credit Internship Application** PENDING APPROVAL

**Submitted By**  
Ryan Atwell  
Staff  
ratwell@mmm.edu  
With the submitter  
Everyone involved in the workflow  
AND the submitter

**Details**  
Open Submission

**Actions**  
Reset Workflow  
Requires Modifications  
Reject

**Chat (Private)**  
Everyone involved in the workflow but NOT the submitter

**Advise ment Notification** **Atwell, Ryan** **TEST Division Chair**

SEND A NOTIFICATION TO EVERYONE IN EACH TEAM  
EVERYONE (IN EACH TEAM) APPROVES  
ANYONE (FROM ANY TEAM) APPROVES

ACADEMIC ADVISEMENT **ATWELL, RYAN** TEST DIVISION CHAIR

Notification Only I approve I approve

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