MMC Engage For-Credit Internship Application

Division Chair Approval Process

Step 1: Open Internship Application

Once a student's application is approved by Career Services and the Faculty Supervisor, you will receive an email with the subject "WORKFLOW APPROVAL: For Credit Internship Application by [Student Name]." Open the email and click "View Workflow."
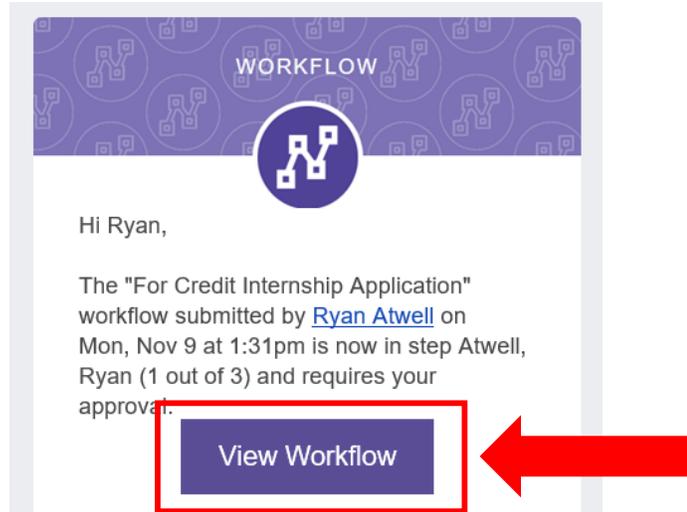
Step 2: Review the Application and Approve

Open the application **in a new tab** by right-clicking on the purple "Open Submission" button and selecting "Open Link in New Tab".
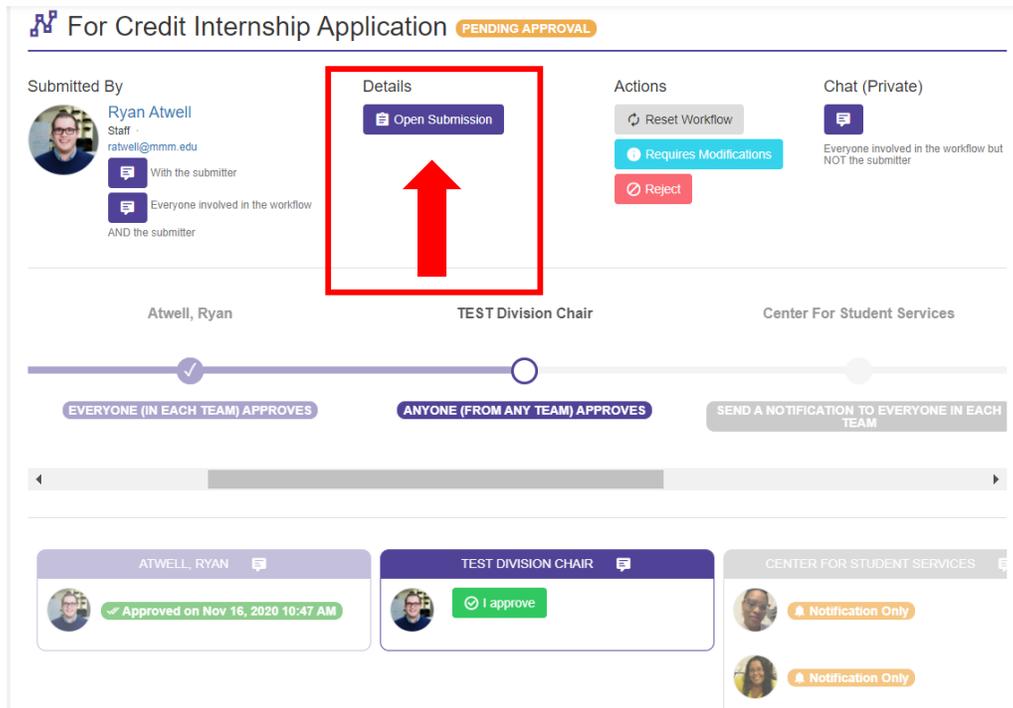
Once in the application, you can review the application form and download the Syllabus and/or Learning Agreement for the internship. Simply click on the attachments to review uploaded documents. Once the review is complete, click "Save" in the lower right corner of the screen. Return to the "Workflow" tab in your internet browser.
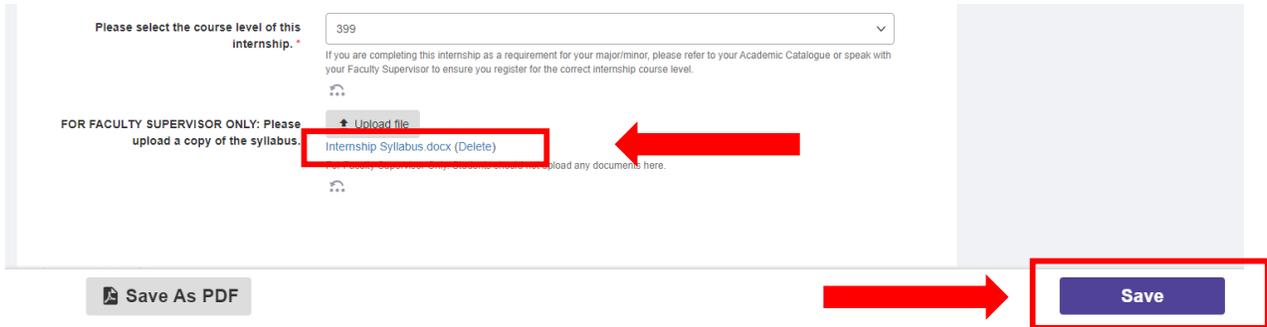
Step 3: Approve the Internship Application

To approve the application and send it to the Registrar, in the Workflow page, scroll to the bottom and click the green "I approve" button next to your name.
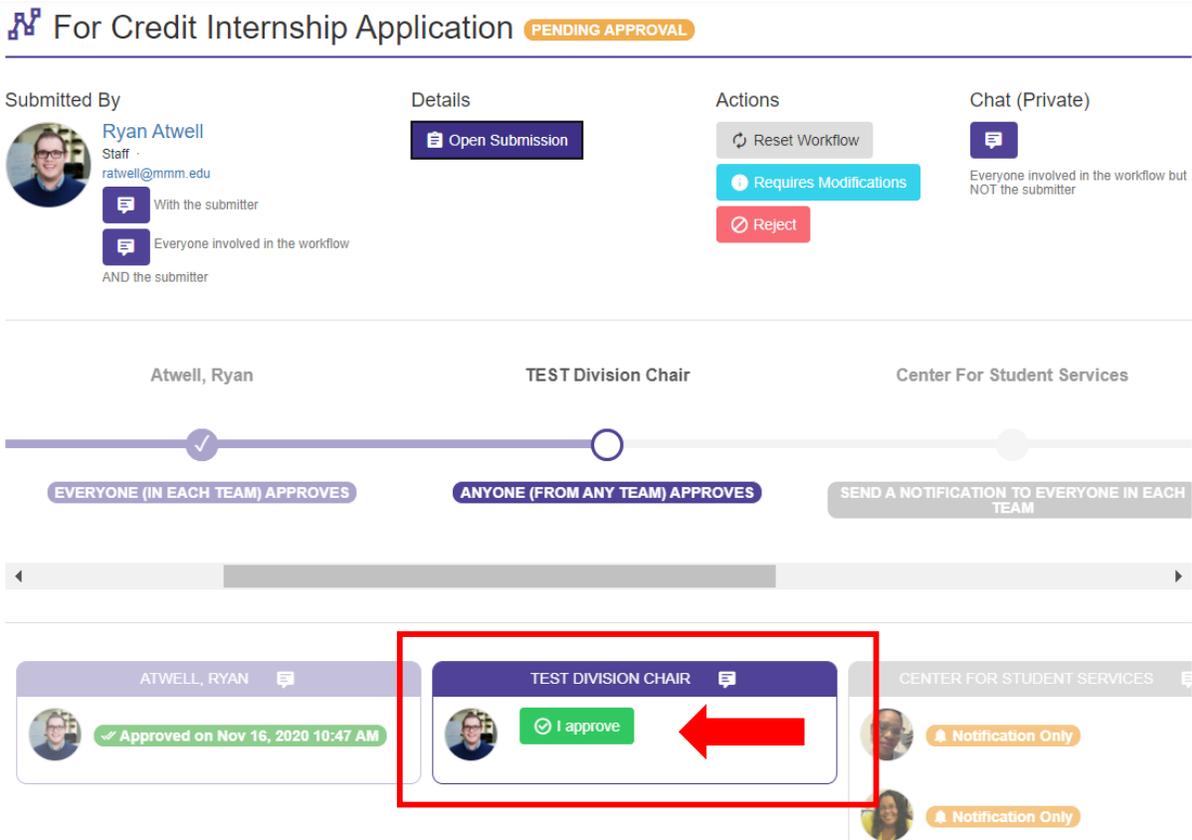
The Internship has now been approved by the Division Chair and sent to the Registrar. The Center for Student Services will also be notified if the student has an F-1 Visa.