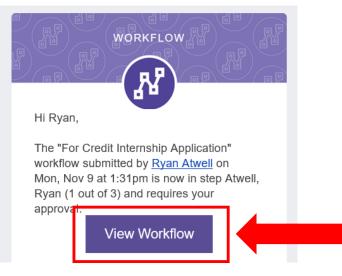
MMC Engage For-Credit Internship Application

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".

都 For Credit Internship Ap	pplication (pending approval)	
Submitted By Ryan Atwell Staff - ratvell@mmm.edu Table With the submitter Everyone involved in the workflow AND the submitter	Details	Actions Reset Workflow Requires Modification Reject	Chat (Private)
Atwell, Ryan	TEST Division Chair		Center For Student Services
EVERYONE (IN EACH TEAM) APPROVES	ANYONE (FROM ANY TEAM) AF	PROVES	A NOTIFICATION TO EVERYONE IN EACH TEAM
ATWELL, RYAN	TEST DIVISION CHAIR	Ģ	CENTER FOR STUDENT SERVICES
			Notification Only

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.

Please select the course level of this internship. *	399 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.	your radiuly supervisor to empare you register for the context manning course were. Uoload file Internship Syllabus docx (Delete) Uoad any documents here.		
Save As PDF		-	Save

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.

For Credit Internship Application (PENDING APPROVAL)							
Submitted By Ryan Atwell Staff : ratwell@mmm.edu With the submitter With the submitter Everyone involved in the workflow AND the submitter	Details	Actions C Reset Workflow Requires Modifications Reject	Chat (Private)				
Atwell, Ryan	TEST Division Ch	nair Ca	enter For Student Services				
EVERYONE (IN EACH TEAM) APPROVES	ANYONE (FROM ANY TEAM)	APPROVES SEND A N	OTIFICATION TO EVERYONE IN EACH TEAM				
ATWELL, RYAN 📮	TEST DIVISION CH		ENTER FOR STUDENT SERVICES				

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.