INTERNSHIP GUIDELINES

1. Make sure your Advisor is on board with your internship before you start the on-line registration
2. Visit the Career Center to be released to register for internship
3. Fill out the internship form online (MyWestminster, Academics tab, Internship Form in left column) and submit
4. Print the form using the ‘print’ option in the upper right corner
5. Take the form to your on-site supervisor for a signature and return signed form to the Career Center before the deadline (the Career Center can help in obtaining a signature)
6. The submitted form goes immediately to your Academic Department for approval
7. Make sure you’re not overloading or on a financial hold– both will delay your registration
8. There are DEADLINES set for each semester – they are listed below and they are strictly followed

Internship Registration opens 02-05-18

Internship Registration closes 06-01-18

Questions?
Contact Terry Sammons in the Career Center
(x7338)
sammontm@westminster.edu