

## Westminster Internship Registration Process

Beginning March 1, 2025, all undergraduate students who want to register for a credit-bearing internship will use the new **INT 590** course to initiate the application and registration process.

Prior to registering your internship for academic credit, please ensure that:

1. Your academic advisor approves your internship experience and provides registration clearance.
2. You identify a Cooperating Faculty Member to serve as your WC internship instructor and discuss the details of the internship with them.
3. You agree to the Terms and Conditions for the semester during which you'll be interning.

### Please follow these steps to initiate the Internship Application process:

#### Overview

- During your course registration through my.Westminster, please register for **INT 590: Internship** (0 credits), for the semester during which you'll be interning. You will find this course listed in the Schedule of Classes.
- After registering for INT 590, the **Internship application** will automatically open for you to complete in my.Westminster.
- **Complete the application** with the details of your internship experience.
- Once **submitted**, the application will be forwarded to your Cooperating Faculty Member for review and approval.
- Once approved, the application will be sent to the Registrar's Office and you will be registered for the appropriate **discipline-specific** experience (e.g., BA 590, PSY 590), and drop INT 590. The discipline-specific course code is what will appear on your schedule and final transcript.
- You and your WC internship instructor will receive a confirmation email once the process is complete.



## During Registration:

Add INT 590 during registration

**Add/Drop**

Term: 2025-2026 Fall  
Add Period Open / Drop Period Open  
You are currently registered for 15 credits.

**Add by Course Code** Course Search

To add a course, start typing its course code in the search box. You can add multiple courses at a time using this feature. If you don't know the course code, use the Course Search feature.

Course Code: 1. INT 2.   
3. INT 590 01 4.   
5. 6.   
Add Course(s)

## After registering for INT590:

Complete the Internship Application on my.Westminster

my.westminster

HOME **ACADEMICS** ADMISSIONS

Academics > Overview

- Overview
- Course Registration
- Degree Information
- Student Schedule
- Unofficial Transcript
- Transcript Request
- Course Withdrawal Form
- GPA Projection
- Grade Report
- Graduation Application
- Engellmann Verification
- Internship Application**
- Waiver to Release Student Records (FERPA)

Complete the Internship Application with the details of your internship experience and Submit.

Internship Application

Forms > Internship Application

Internship Application

\* Required

Internship Application Form

ID # Name

Instructor \* Discipline \* # of Credits \* Grading \*

On-the-Job Supervisor (First and Last Name) \* Supervisor's Position \*

Supervisor's Email \* Supervisor's Business Phone \*

Place of Internship (Employer Name) \* Place of Internship Address (Street, City, State, Zip)

Internship is \* UNPAID

**SUBMIT**

Internship Application

Forms > Internship Application

Internship Application

Thank you for completing the Internship Application. Your request has been sent for approval.

The PDCE will email **Internship Student Evaluation Forms** directly to site supervisors toward the end of each internship term. These evaluations will then be shared with the student's internship instructor as part of the final assessment process. Evaluation forms are typically sent out in **November for fall internships, April for spring internships, and July for summer internships.**

Please contact [registrar@westminster.edu](mailto:registrar@westminster.edu) with any questions.