

Log into the faculty CareerLink Homepage. You should be able to login using your MSU Denver SSO information.

Once you reach the homepage after logging in. Click on the Applciation for Academic Credit Tab on the left side menu on the screen.

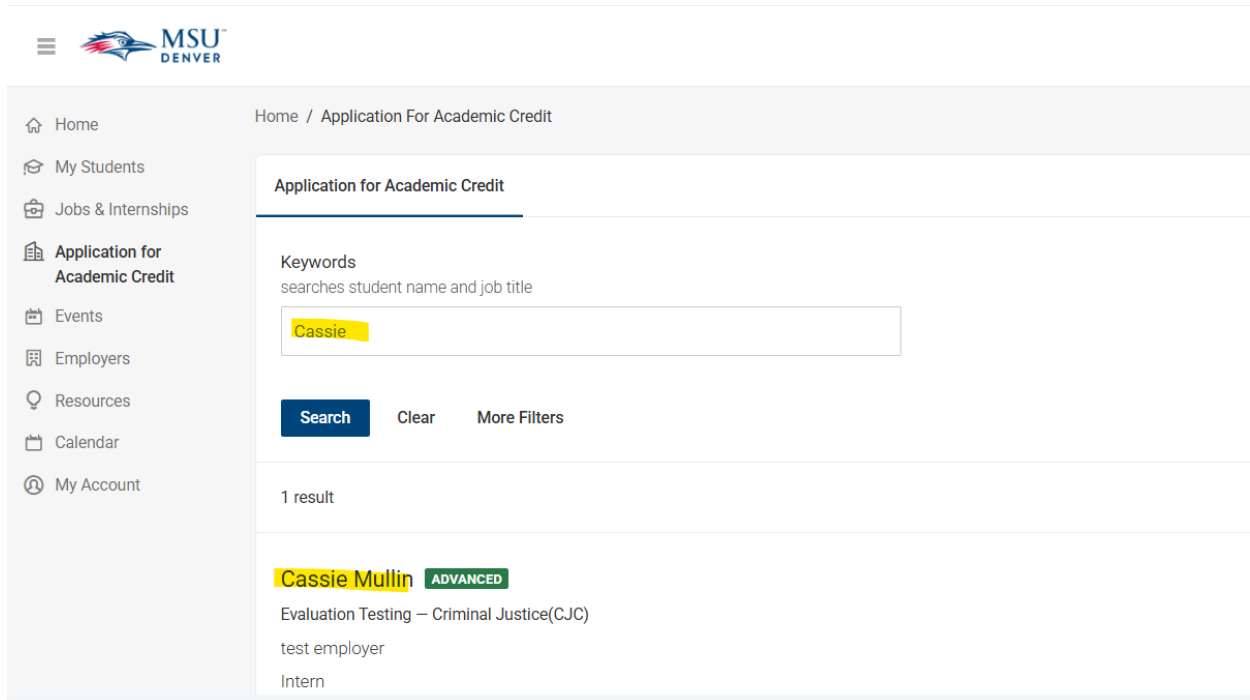
The screenshot shows the MSU Denver CareerLink homepage. The left sidebar contains a menu with items: Home, My Students, Jobs & Internships, Application for Academic Credit (highlighted in yellow), Events, Employers, Resources, Calendar, and My Account. The main content area is titled 'Announcements' and features a post dated May 03, 2024, titled 'App for Academic Credit Guides'. The post text reads: 'Looking for guidance on how to navigate the approval process for the internship application for academic credit? To start, click "Application for Academic Credit" in the sidebar to the left. Continue Reading... View All Announcements'. To the right, there is a 'Getting Started' section with a checklist: 'Account Created', 'Personal Profile', and 'Privacy Settings'. Below that is a 'Links' section with 'View Position Postings' and 'View Events'. The footer includes 'POWERED BY simplicity' and 'Privacy Policy | Terms of Use'.

Once selected you will see a list of all active students who have you assigned as a reviewer/approver for their internship. If you have application pending your approval for next semester, they will also be listed here.

The screenshot shows the 'Application for Academic Credit' page. The left sidebar is the same as the homepage, with 'Application for Academic Credit' highlighted. The main content area has a breadcrumb trail 'Home / Application For Academic Credit'. Below this is a section titled 'Application for Academic Credit' with a 'Keywords' search bar (described as 'searches student name and job title') and buttons for 'Search', 'Clear', and 'More Filters' (highlighted in yellow). Below the search bar, it shows '1-20 of 60 results' and a filter dropdown for 'Approval Status' set to 'Show 20'. The results list is partially visible, showing a student's name and a 'PENDING APPROVAL' status tag (highlighted in orange). The student's name is redacted with black bars.

There are two main ways to filter your students down to review evaluations.

Option 1. Search for their name directly in the search bar (this works best if you are overseeing a single or low case load of students for the semester)



The screenshot shows the MSU Denver website's 'Application for Academic Credit' search results. On the left is a navigation menu with links: Home, My Students, Jobs & Internships, Application for Academic Credit (highlighted), Events, Employers, Resources, Calendar, and My Account. The main content area has a breadcrumb 'Home / Application For Academic Credit' and a title 'Application for Academic Credit'. Below this is a 'Keywords' search bar with the text 'Cassie' entered. To the right of the search bar are buttons for 'Search', 'Clear', and 'More Filters'. Below the search bar, it says '1 result'. The result is for 'Cassie Mullin' with a green 'ADVANCED' tag. Below the name, it lists 'Evaluation Testing – Criminal Justice(CJC)', 'test employer', and 'Intern'.

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Home / Application For Academic Credit

Application for Academic Credit

Keywords
searches student name and job title

Cassie

Search Clear More Filters

1 result

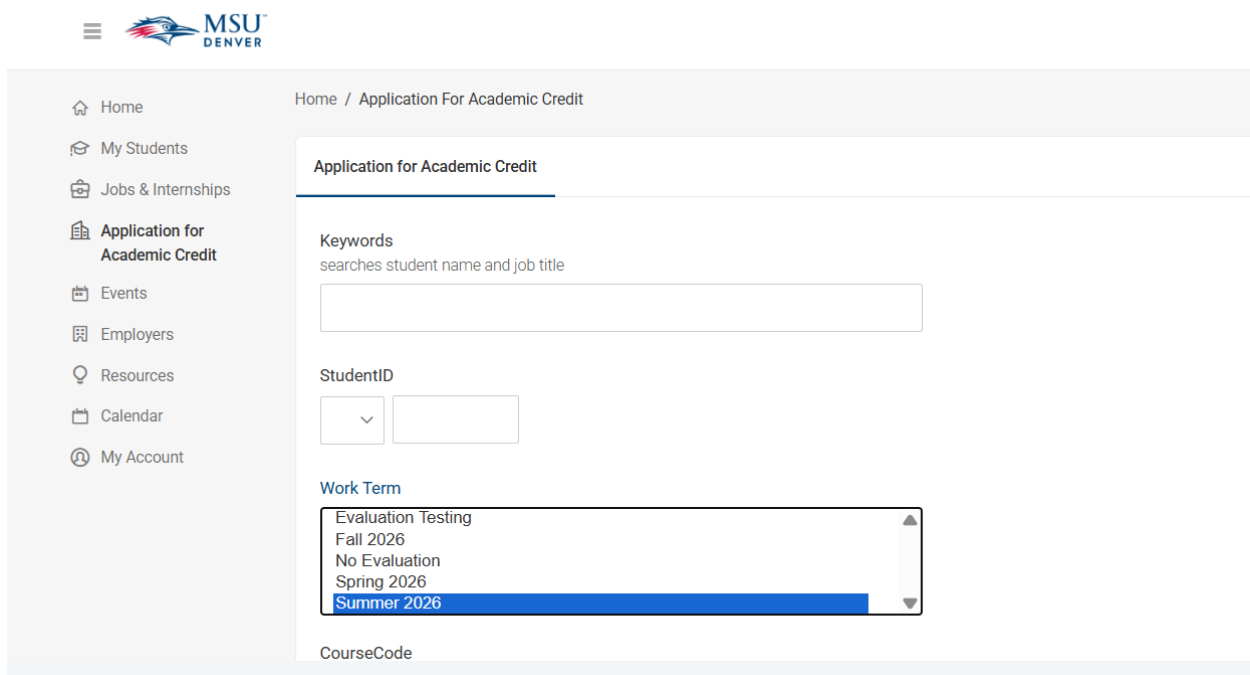
Cassie Mullin **ADVANCED**

Evaluation Testing – Criminal Justice(CJC)

test employer

Intern

Option 2: Use the “More Filters” tab below the search bar and select the Work Term (Academic Semester) that you are reviewing evaluations for.



The screenshot shows the MSU Denver website's 'Application for Academic Credit' search filters page. On the left is a navigation menu with links: Home, My Students, Jobs & Internships, Application for Academic Credit (highlighted), Events, Employers, Resources, Calendar, and My Account. The main content area has a breadcrumb 'Home / Application For Academic Credit' and a title 'Application for Academic Credit'. Below this is a 'Keywords' search bar. Below the search bar is a 'StudentID' section with a dropdown arrow and a text input field. Below that is a 'Work Term' section with a dropdown menu showing options: Evaluation Testing, Fall 2026, No Evaluation, Spring 2026, and Summer 2026 (highlighted). Below the dropdown is a 'CourseCode' section.

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Home / Application For Academic Credit

Application for Academic Credit

Keywords
searches student name and job title

StudentID

Work Term

Evaluation Testing
Fall 2026
No Evaluation
Spring 2026
Summer 2026

CourseCode

Once you have found the student(s) that you want to review evaluations for, select their name from the list of students below.

The screenshot shows the MSU Denver website's 'Application for Academic Credit' search results. On the left is a navigation menu with links: Home, My Students, Jobs & Internships, Application for Academic Credit (active), Events, Employers, Resources, Calendar, and My Account. The main content area has a breadcrumb trail 'Home / Application For Academic Credit'. Below this is a section titled 'Application for Academic Credit' containing a 'Keywords' search bar with the text 'Cassie' and buttons for 'Search', 'Clear', and 'More Filters'. Below the search bar, it indicates '1 result'. The result is for 'Cassie Mullin' with a green 'ADVANCED' tag. Below the name, it lists 'Evaluation Testing — Criminal Justice(CJC)', 'test employer', and 'Intern'.

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Home / Application For Academic Credit

Application for Academic Credit

Keywords
searches student name and job title

Cassie

Search Clear More Filters

1 result

Cassie Mullin **ADVANCED**

Evaluation Testing — Criminal Justice(CJC)

test employer

Intern

This will open up their Internship for Credit Application. Towards the top of the application for academic credit, there will be 3 tabs: Basic Info (App for Credit Overview); Self Evaluation; and Employer Evaluation. Click on the evaluation you wish to review to open it.

The screenshot shows the MSU Denver website's 'Application for Academic Credit' evaluation page. On the left is the same navigation menu as the previous screenshot. The main content area has a breadcrumb trail 'Home / Application For Academic Credit / Evaluation Testing: Cass...'. Below this is a section titled 'Application for Academic Credit' with three tabs: 'Basic Info', 'Self Evaluation' (active), and 'Employer Evaluation'. Below the tabs is a green notification box with a checkmark icon and the text 'This placement has been approved. Go to approval details'. Below the notification box is a 'Back To List' button. Below the button is a red asterisk icon and the text '* indicates a required field'. Below this is a section titled 'Student Information'. Below the section title is a label 'Student' and a value 'Cassie Mullin'. Below the value is a link 'Student'.

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Home / Application For Academic Credit / Evaluation Testing: Cass...

Application for Academic Credit

Basic Info Self Evaluation Employer Evaluation

✔ This placement has been approved. [Go to approval details](#)

Back To List

* indicates a required field

Student Information

Student

Cassie Mullin

Student

Important Note: If you do not see one or both evaluations listed next to the *Basic Info*(App for Credit) on a student's profile, that means that they or their supervisor have not submitted an evaluation for that internship. Faculty can only access evaluations that have been completed and submitted appropriately. All students and supervisors with pending evaluations are sent reminder notifications up to 3 times during the evaluation period if their evaluations have not been received during that time period.

Contact Internships@msudenver.edu with any support needs regarding evaluations.