



Individual Experience Program Checklist

The following preparation steps are necessary for any student completing an **ISP Individual Experience Internship (IE)** or **Weidman Center Global Internship**.

Please keep us up-to-date on your progress as you complete each step.

Application & Acceptance (3 months prior to departure)	
✓	Initial meeting with Chris Quinlan or his assistant
	Turn in Security Petition- <i>required for program acceptance</i>
	Turn in IE Proposal Form - <i>required for program acceptance</i>
	Turn in Class Registration Form - <i>required for program acceptance</i>
	Complete Kennedy Center Online Application & Pay \$35 fee
	Turn in Memorandum of Understanding (MOU)*
Post-Acceptance Preparation (2 months prior to departure)	
	Upload Passport & COVID-19 Vaccine to Online Application
	Purchase Flights through BYU Travel
	Complete Cultural Prep Course
	Attend a Security & Title IX Briefing
	Enter travel itinerary in ITMS
International Insurance & Class Registration (1 month prior to departure)	
	Provide exact travel dates for GeoBlue insurance
	Register for classes (All steps MUST be completed in order to be registered)
	Pick up backpack in 101 HRCB

Updated: Winter 2022

The Individual Experience program includes individualized internships, projects, research, studies, or academic experiences that do not fit into existing BYU international study or internship programs. This independent option allows students to customize their own international, cross-cultural learning for BYU academic credit. Experiential opportunities are secured by the individual student and are often found by looking for ideas online and by networking with faculty, friends, and other students. Internships in all industries and academic disciplines may be used in this program.

Contact Information:

Internship Coordinator: Christopher Quinlan; christopher_quinlan@byu.edu
 Coordinator Assistant: Brianne Landeen; quinlan_assistant@byu.edu

Security Petition: Not required unless host country is on BYU's Travel Restrictions List (see travelsmart.byu.edu/). Student will fill out the Security Petition and email it to Quinlan_assistant@byu.edu.

IE Proposal Form: Student meets with their department internship coordinator to confirm experience is academically qualified to receive department credit. Internship coordinator will sign the proposal form.

Class Registration Form: Student retrieves signature(s) from faculty who will oversee courses for the Individual Experience/internship credit. By signing the form, faculty takes academic responsibility and distributes syllabus to student while they are abroad.

Online Application: Apply at kennedy.byu.edu/apply. There is a **\$35 non-refundable application fee**. Application filter: Year; Program Type 'Internship'; Semester; scroll to find 'Individual Experience'

***Memorandum of Understanding:** The student must get the Memorandum of Understanding signed by their experience provider (different from department internship coordinator). There may be a Master Agreement already on file so verify this at experience.byu.edu/. *This does not apply for any student going through a direct enrollment or mentored research experience.*

***Personal Travel Release Form:** Students agree to travel in BYU approved countries and recognize that BYU has no responsibility for the safety and security of students outside of start and end dates of the formal BYU program. Please talk to Lynn Elliott (lynn_elliott@byu.edu) if you are interested in personal travel.

Passport & COVID Vaccine Info: When student is admitted to program, they must go back into their online application and upload their passport info and COVID vaccine card. **This option will not appear until after you have been formally admitted to the program.**

Purchase Flights: All students participating on a BYU program must purchase their flights through BYU Travel. You can contact BYU Travel at intltravel@byu.edu | (801) 422-6293 | 280 HRCB

Cultural Prep Course: Student is added to the Learning Suite noncredit cultural preparation seminar. Student must complete course before their experience. (Learning Suite→Communities→IE Pre-Departure Course)

Security Briefing and Title IX Presentation: Student attends an hour-long security briefing and Title IX presentation. If group briefings are not provided, you can schedule an individual briefing by emailing international_security@byu.edu.

ITMS: BYU requires that students enter their travel information (flights, transportation, accommodations, etc.) into BYU's security system, the International Travel Management System (ITMS): itms.byu.edu. This plan should be kept updated while the student is in the field.

- While on the experience, the student gives Christopher Quinlan at least 72-hour notice of any planned trips out of the internship area when traveling in or to a country on BYU's Travel Restrictions List. **All such travel requires an additional petition and must be pre-approved for the safety of student.**

GeoBlue Insurance: BYU covers travel insurance for only the duration of the Individual Experience. Students must let Brienne Landeen (quinlan_assistant@byu.edu) and Angelique Pretorius (angelique_pretorius@byu.edu) know what exact dates of their Individual Experience program is in order to be signed up for international health insurance. **Do not cancel personal health insurance.**

Class Registration: ISP registrar will register the student in their requested course(s). Please **do not register** yourself in these or any other courses for the time you are out of the US.

Where do students live while doing an IE?

Housing is the responsibility of the individual student and should follow BYU housing guidelines. Students may want to look for housing through the experience provider, friends of the family who may have lived abroad, or online resources. They may not live with local LDS families. Students should not pressure local Church leaders and members to find housing or provide free housing.

In the event that students have the cross-cultural opportunity to live with a host family, students should respect the impact they have on the lifestyle of the host family, especially when it comes to compensating for rent, utilities, meals, and transportation.

Can students travel while doing an IE?

In country, students are encouraged to take field trips to sites of historical and cultural significance, as long as the trips do not interrupt responsibilities to the experience provider or participation in Sabbath-day observances. These trips must also conform to the BYU Travel Policy. For travel in or to countries on BYU's Travel Restrictions List (<http://travelsmart.byu.edu/content/brigham-young-university-international-travel-policy-travel-restrictions-list>), all travel plans outside of the experience location need to be approved by Chris Quinlan (christopher_quinlan@byu.edu) a minimum of 3 days in advance for security and cultural sensitivities, as noted above.

How much does an IE cost?

Students pay the \$35 application fee and tuition for the number of credits they take.

The cost of IEs vary, but students will want to ask themselves the following questions to prepare financially:

- How many credits will I take and what will be the cost for my BYU tuition?
- How much will my airfare cost?
- Do I have a passport yet? How much does this cost?
- Do I need a visa to go to this country? How much will a visa cost?
- Are my accommodations and living expenses included by the experience provider company?
- How much will safe accommodations cost in this country?
- Will I need to take mass transit in-country? How much does this cost?
- Immunizations? How much will this cost?

What Funding Sources Are Available for an IE?

- BYU scholarships and federal financial aid will apply to tuition and program costs for students who are registered for a minimum of 3/4 time (9 credit hours per semester or 4.5 credit hours per term).
- Academic departments and colleges may assist with scholarships and grants.
- Private grants and scholarships outside of BYU may also help. See kennedy.byu.edu/scholarships.

For more information:

Interested students will need to contact the ISP internship coordinator's assistant at quinlan_assistant@byu.edu or 801-422-1541.

For additional resources: kennedy.byu.edu/isp

Dear Department Internship Coordinator,

In an effort to help Department Internship Coordinators across campus better understand Individual Experiences through the International Study Program office (ISP), here is a document that covers common questions.

What is an Individual Experience?

An Individual Experience (IE) may be an individualized international internship, project, research trip, study, or any other type of experience that does not fit into an existing BYU international study program. This independent option allows students to customize their own international, cross-cultural learning for BYU academic credit. IEs are secured by the individual student and are often found through networking with faculty, friends of the family, other students, and by looking for ideas online. Individual experiences may be in all industries and academic disciplines.

When should students apply for their IE?

Ideally, students should apply for their IE at least **three months before** they plan to leave. This is to allow time for the application to be processed and for students to go through the necessary steps, including the security briefing and cultural preparation seminar. Students may apply later, but it will be up to the discretion of the ISP coordinator whether their application will be accepted. Students must still complete all requirements, even if they apply late.

Where can a student do an IE?

Individual Experience locations may be almost anywhere in the world.

IEs are registered through the ISP office if they take students outside the fifty states. If it is an experience in a US Territory (Puerto Rico, American Samoa, U.S. Virgin Islands, Guam, etc.), students should still work with ISP.

Students cannot travel to countries or regions restricted by the BYU Travel Policy (see travelsmart.byu.edu or an ISP coordinator). For safety, ISP has the right to accept or deny any proposal based on location, applicant language preparation, or applicant in-country experience.

How long is an IE?

The length of an IE is flexible. Students should keep in mind that the “semester” or “term” for their experience may not fit BYU’s academic calendar, but that by meeting with the ISP office, they may be able to arrange a solution.

How does earning BYU credit for an IE work?

Students can do their IE to receive BYU credit for their internship if the credit is required for their major, minor, or graduation requirements. Credits taken overseas should relate to the type of experience, the geographical location, or the student’s academic discipline.

Students usually take internship credit, directed readings credit, advanced language conversation credit, or research credit. Other credits may be available; students should inquire with their academic department for specific information. Students may take as many credits as is required by their academic departments.

Students do not register themselves for their IE class; all credit to be taken overseas is registered by ISP creating a special international section of the appropriate departmental internship class or other credit. This will be done after the application requirements have been completed.



Student Registration Form

BYU International Study Programs

Name: _____ **BYU Student ID #** _____
LAST FIRST MIDDLE/MAIDEN

Phone Number: _____ **Email:** _____

Program Name: _____ **Semester/Term & Year of Program:** _____
Ex: Individual Experience
Ex: Weidman Center Internship

REGISTRATION:

→ For Office Only ←
Registrar Completes

Department (ex: BIO)	Catalog Number	Section Number	Index Number	Credit Hours	Instructor's Name (see Note to Instructor below)	Instructor's Signature*	Instructor's Net ID

***NOTE TO INSTRUCTOR:**

1. Please ensure you have given the student a syllabus for the course, including due date and late policy.

NOTE TO STUDENT:

1. Do not register for any classes during the term(s) and/or semester(s) that you will be on your international study program. ISP will register you. **We cannot register you if you have registered for any classes through myBYU.**
2. We cannot register you until you have completed the following:
 - a) Your ISP application has been accepted and you have completed all the requirements in the 'Admitted' section of the application. You can access your application at kenedy.byu.edu/apply.
 - b) Completed all the steps outlined for your program.
3. You will receive an email from registration@byu.edu when your course(s) have been added to your schedule.

I have received all of my syllabi, electronically initialed the Admittance Requirements Forms, submitted my itinerary, and completed all other requirements for registration.

_____ student signature _____ date

For Office Use Only

ISP Facilitator/Assistant

- Check that all information above is complete
- Instruct students on the registration process (students must not register online)
- Check that "Instructor's Full Name" is included above
- Student has filled out all release forms, dates are noted in the database

ISP Registrar

- Creates course and enrolls student