

Internship Coordinator Lunch Meeting

Tuesday, November 11, 2025 12:10 PM

1st Presenter - Stephen Craig

Office of General Counsel

- Legal Advice to multiple units including Experiential Learning & Internships since 2008
- BYU has 16 attorneys
 - o To be eligible to receive federal scholarships and loans to provide students
 - o Title IV
 - o PPA
 - o Athletics, Accreditation, etc.

Internship Agreements - why we need them

- Defines the relationship between internship provider, BYU, and the student
- Governs the relationship and rebuts presumptions like...
 - o The master responds - Latin legal phrase
 - Example, if an employee commits some sort of negligence, BYU can be on the hook for the negligence.
 - The standard internship agreement includes indemnification for each party, and protects each party from a potential third party plaintiff.
 - The internship agreement is written for both paid and unpaid internships.
 - o Fair Labor Standards Act
 - Internship providers owe employees' wages and benefits, if the student was hired. Interns are defined by the law as different from employees, unless they are hired by the intern provider.
 - Providers responsibility is to make sure that interns acquire skills and knowledge. BYU is responsible for the educational experience, and previous academic framework to apply the real-world learning to.
 - o If something goes wrong we need to define that it is not just an employee relationship, it is an internship.
- Allocating risk
 - o Covering potential liabilities
- We will consider providing an exception for internship providers not willing to sign our internship agreement
 - o Contact Adrienne Chamberlain at adrienne_chamberlain@byu.edu

2nd Presenter - Craig Haderlie

Director of Risk and Insurance Services

- Contracts (Agreements)
 - o Become familiar with the website: policy.byu.edu
 - All BYU policies are filed here
 - o Legal Documents Policy
 - Determine when legal and risk management should be involved
 - o Contract Review
 - BYU Standard Internship Agreements
 - Non-standard internship agreements (Limited Agreements)
 - Providers have their own agreements that need to be reviewed
- Insurance
 - o Liability
 - o Professional Liability
 - o Workers' Compensation - BYU responsibility for unpaid internships
 - o Who is covered?

- Students
 - Students while enrolled in an internship course, and especially when we have a signed agreement in place.
 - Individual Insureds
 - Faculty, instructors, adjunct instructors, teachers or other professionals
- Claims
- If an incident happens during an internship:
 - File incidents and claims through incident.byu.edu
 - Claim Manager: Robb Garner, 801-422-1203