



Proposal for an Individual Experience

Student Information

Name:	Last	First	BYU ID
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Phone:	Home	Cell	Email
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Internship Information

Country	City	Organization Name
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Address	Web Address
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List that the organization is part of (UN, WTO, UNESCO):

Supervisor in the field:	Name	Phone	Email
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Experience Dates	Fall/Winter/Spring/Summer and Year
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Housing address & contact information in the field (phone at apartment or home, cell phone)

Academic Information

Department	Major	Minor
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Proposed BYU Credits to be taken in the field (Econ 399R, BusM 199R, etc.)

Signature of Department Internship Coordinator

**Proposal to be returned to Rachel Hendrickson, Christopher Quinlan's Assistant
International Study Programs, 101 HRCB, quinlan_assistant@byu.edu**

Experience Information

Type of work with experience provider: _____

List any language or international experience: _____

What skills will you be using that you have developed here at BYU?

What specific project(s) will you be working on? Please give as specific of details as possible.

How many hours a week will you be working at your internship? _____

What training will you be provided either before or at the beginning of your internship regarding your assignments and responsibilities? What will this training involve?

Checklist

- Student has turned in proposal form signed by Instructor and Internship Supervisor
- Confirmed that BYU has a signed memorandum of understanding with the organization signed by organization and BYU supervisor
- Confirmed academic rigor of the program including number of hours to be worked

Internship Supervisor/Coordinator signature: _____

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- Memorandum of Understanding
- Confirmed financial stability of the providing organization
- Confirmed international respectability of the organization
- Confirmed academic rigor of the program including number of hours to be worked
- Confirmed number of employees working for organization
- Contacted supervisor of internship in the field

Date: _____ Person who contacted: _____ Initials: _____

Confirmed and completed by: _____ Initials: _____