

Department Internship Coordinator

I R A M S

Instructions



Brigham Young University
Experiential Learning &
Internship Office

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Coordinator Instructions

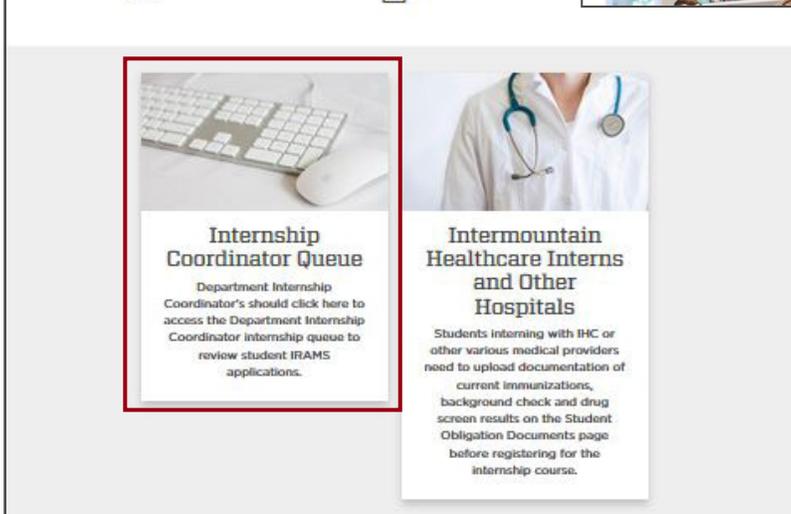
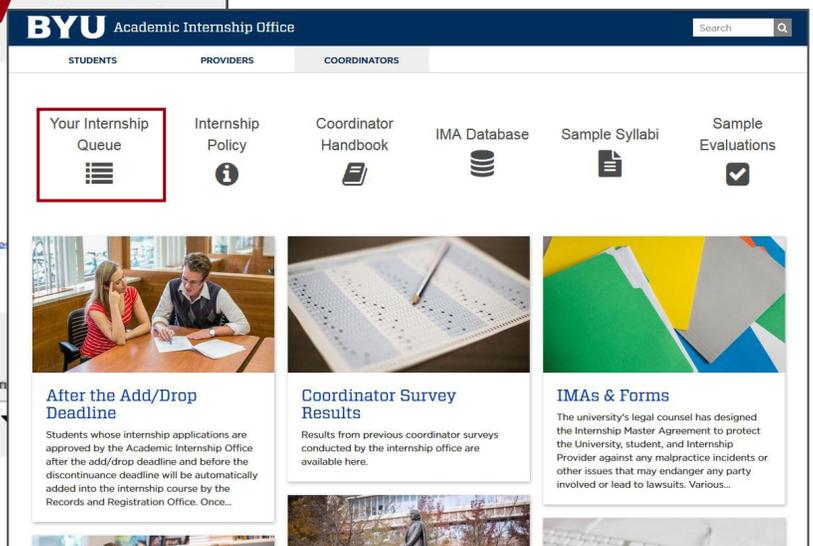
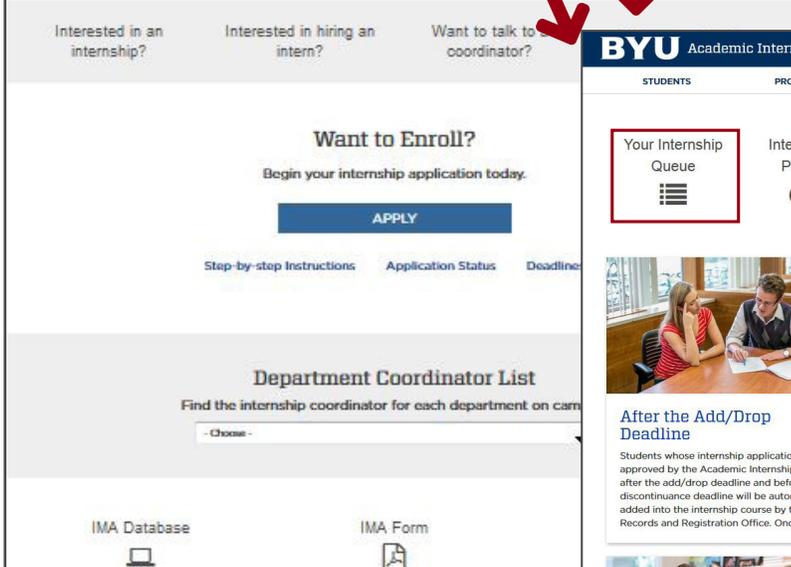
Accessing the Internship Coordinator Queue



Once a student has completed the Internship Registration and Management System (IRAMS) student application, the primary internship coordinator will receive an e-mail notifying them that an application has been added to the Internship Application Queue; the email contains a link to access the Internship Application Queue.

Coordinators may access their IRAMS Internship Application Queue by a variety of methods listed below.

- Click on the link in the notification email sent once a student has submitted an IRAMS internship application.
- Open the intern.byu.edu homepage, scroll down, and click on the Internship Coordinator Queue link.



- Open intern.byu.edu, click the coordinators icon or click 'Coordinators' in the navigation bar. Select the icon for 'Your Internship Queue'.



- Go to any Quick URL text box in BYU's system and type 'Intern02.'

Explaining the Internship Application Queue

The Internship Application Queue is designated as the Home Page for coordinators, second approvers, and viewers. Clicking on Home in the navigation bar will always bring a coordinator, second approver, and viewer back to this page.

Submitted Applications

Student	Role	Course	Internship Provider	IMA Provider	IMA Type	Notes	Term/Year
1 Dalton, Colby Nathaniel	P	BUS M 496R 004	Wells Fargo				Summer Term 2015
2 Roa, Kristin Nicole	P	BUS M 199R 004	Shop PR				Summer Term 2015
3 Oldham, Keltzie Jade	P	BUS M 496R 001	Platinum Studio Salon				Fall Semester 2015
4 Perry, Michael Scott	P	BUS M 496R 004	Honeywell International				Summer Term 2015
5 Labrum, McKennah Brooke	P	BUS M 199R 001	Faculty Center at Brigham Young University				Fall Semester 2015
6 Naegle, Cassandra	P	BUS M 199R 004	City of Tualatin Community Services Department				Summer Term 2015
7 Duffy, Daniel Don	P	BUS M 496R 004	Car Club inc.				Summer Term 2015
8 Curl, John Andrew	P	BUS M 199R 004	Brigham Young University				Summer Term 2015
9 Christensen, Daniel Max	P	BUS M 496R 004	BYU				Summer Term 2015
10 Christensen, Dane Antone	P	BUS M 496R 001	BYU Technology Transfer Office				Fall Semester 2015
11 Young, Jessica	P	BUS M 496R 001	BYU Sports Marketing	BYU On-Campus			Fall Semester 2015

Approved Applications | Fall Semester 2015

Student	Course	Internship Provider	IMA Provider	IMA Type	Notes	Term/Year
1 Nielson, Makayla Kristian	BUS M 199R 001	Banzai	Banzai Inc.	Standard		Fall Semester 2015
2 Snyder, Nicole Ofelia	BUS M 199R 001	Nexus Pain Specialists	Nexus Pain Care	Standard		Fall Semester 2015

Denied Applications | Summer Term 2015

Student	Course	Internship Provider	IMA Provider	IMA Type	Notes	Term/Year
1 Duffy, Daniel Don	BUS M 496R 004	Duffy's Auto Brokerage LLC				Summer Term 2015

Clicking on this button will export all of the information within that section into an Excel file.

Organize the queue by any of the column categories by clicking the header of the column.

Submitted Applications section

The Submitted Applications section of the queue will automatically populate with applications that have been submitted but not approved. If an application is not in the queue and should be, please try clicking the refresh icon (🔄) for the queue. Please note that the headers in the Submitted Applications section of the Internship Application Queue allow coordinators to organize the queue according to the information under that particular header. For example clicking on the Term/Year header will organize all the applications in the queue according to the semester and/or term that the application was submitted. An explanation of the information in each column is below.

- **Student:** Organized alphabetically by last name. Clicking on the link will pull up the student's application information for that semester/term.
- **Role:** Designates the user's role for that particular course. An explanation of those designations is below:
 - P** = Primary Internship Coordinator
 - A** = Alternate Internship Coordinator
 - S** = Second Approver
 - V** = Viewer

IRAMS Instructions for Department Internship Coordinators

- **Course:** Details course information including teaching area, course, and section.
- **Internship Provider:** Lists the name of the Internship Provider as submitted by the student in their internship application.
- **IMA Provider:** Shows the name on the Internship Master Agreement (IMA). It is blank until the IMA is linked to the student's application.
- **IMA Type:** Lists the Internship Master Agreement (IMA) type, which can be Standard, Limited, or blank, if no agreement has been linked yet.

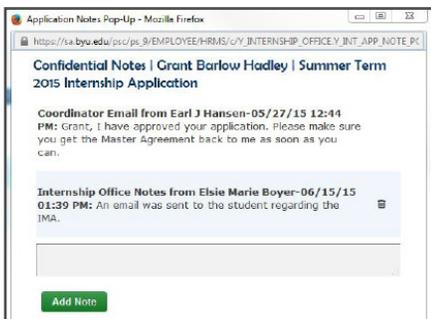
Standard: The Internship Provider has signed BYU's basic IMA and the IMA will cover all students from all departments.

Limited: The Internship Provider signed an agreement with BYU that has various limitations, which may include specifications for students from specific departments, documentation that the Academic Internship Office will keep with the application, and others. Clicking on the link will open the Student Obligation Documents page. The colors are explained below:

Limited (green) = All of the student obligations have been satisfied.

Limited (yellow) = Some of the student obligations have been satisfied.

Limited (red) = None of the student obligations have been satisfied.



Notes: Indicates if there are any notes associated with the student's application. A blank icon (☺) signifies there are no confidential notes written. A filled-in icon (☺) signifies that there are confidential notes with that application. The notes can be viewed by clicking on the icon or by opening the student's application. Clicking the comment icons (☺ or ☺) in the Internship Application Queue will bring up the Application Notes Pop-Up window. Typing in the text box and then clicking the Add Note button will add that confidential note to the student's application. Once a note is added, the comment icon will be filled in (☺) and linked to that specific application.

- **Term/Year:** Shows the semester or term of the application.

Approved Applications section

All of the approved internship applications for a particular semester or term are visible in this section of the internship coordinator's queue. Select the Semester or Term to navigate to different terms and semesters.

Denied Applications section

All of the denied internship applications for a particular semester or term are visible in this section of the internship coordinator's queue. Select the Semester or Term to navigate to different terms and semesters.

Viewing Previous Approved or Denied Applications

In a coordinator's queue Approved and Denied Applications are shown according to the semester or term. Spring-Summer semester length courses are shown in the Spring Term.

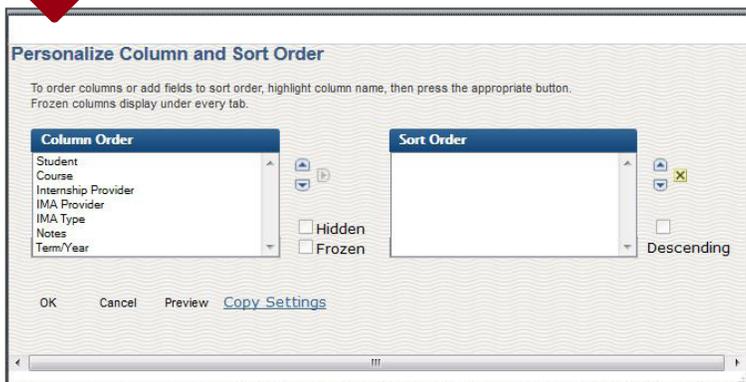


1. In the Approved Applications or Denied Applications sections of the internship coordinator's queue click the magnifying glass icon after the Select Semester or Term.
2. The Look Up Select Semester or Term window will pop up. Click on the link to the semester or term.
3. The selected semester or term's approved or denied applications will now be visible in that section of the queue. The selected semester or term will remain in place until the coordinator changes or removes it.

Approved Applications Winter Semester 2017					
Select Semester or Term 20171					
Student	Course	Internship Provider	IMA Provider	IMA Type	Notes Term/Year
1 Blamires, Brielan Savitri Alexia	STDEV 199R 001	Golden Bell Entertainment	No agreement on file: Internship Office should initiate		Winter Semester 2017
2 Nevins, Tyler David	STDEV 199R 001	Provo High School Basketball	Provo High School	Standard	Winter Semester 2017
3 Smart, Brittany Sue	STDEV 199R 001	BYU Athletics - marketing department	BYU On-Campus		Winter Semester 2017

Customizing the Sort Order of a Section

If a coordinator would like to change the sort order of any section, the coordinator merely needs to click on the header of the column and that section of the application will be reorganized. To permanently modify the standard sort order section, please follow the instructions below. The sort order can be modified on any page for any queue or list that has the "Personalize" link. A coordinator must complete these steps for each queue, list, or section where custom sort order is desired.



1. Click the Personalize link at the top right of the queue. The Personalize Column and Sort Order window will pop up.
2. Select the desired columns in the Column Order on the left side of the pop up window and use the icon to send them to the Sort Order on the right side of the window.
3. Manipulate the sort order by selecting the desired column and clicking the Move Up and Move Down arrows.
4. Each column will automatically sort Ascending (A to Z). Click the Descending check-box to have a column sort descending (Z to A).
5. Delete a column from the custom sort order by selecting it and then clicking the Remove from Sort icon.
6. Click OK to save the customized sort options. The customized sort order

A student's Academic Record is also viewable by typing RECSUM into any Quick URL text box in BYU's system.

Viewing a Student's Academic Record

Coordinators can verify a student's past and future enrollment by checking the AIM Record Summary Page.

Personal Information
 If your personal information shown here has changed, please update it on [MyBYU](#).
Name: Morrison, Marion Robert **DOB:** 26 May 1907
NetID: theduke **BYU ID:** 00000000
Major: Theater and Film **Email:** john_wayne@byu.edu
Citizenship: United States **View Student's Academic Record**

On the student's Internship Application Home page, click on the Student's Academic Record link in the Personal Information section of the page. The Record Summary page from AIM will open in a new tab.

Explaining a 2nd Approver's Application Queue

The 2nd approver's internship application queue has all the same basic elements as a primary coordinator's internship application queue except for in the role column of the submitted application section.

The yellow (S) signifies that an application has been submitted to the internship coordinator. The 2nd Approver will not be able to approve or deny the application until after the internship coordinator has approved the application.

The green (S) signifies that an application has been approved by an internship coordinator and is awaiting the 2nd Approver's review and approval.

Clicking on the Role header will sort the column into the applications pending the internship coordinator's approval (yellow S) and applications awaiting review and approval by the 2nd Approver (green S).

BYU Internship Office James Scott Dunaway [Sign out](#)

sastg

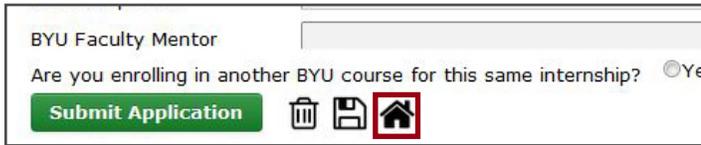
Home Student Coordinator [Go](#)

INTERNSHIP APPLICATION QUEUE | James Scott Dunaway | 00000000

Submitted Applications [Refresh](#)

Student	Role	Course	Internship Provider	IMA Provider	IMA Type	Notes	Term/Year
Leavitt, Brian R	S	POLI 399R 002	testing internships - Limited				Fall Semester 2015
Walkenhorst, Rachel	S	POLI 399R 002	Vikings, Inc	Bear River Valley Hospital	Limited		Summer Term 2015
Goimmarac, Hope	S	POLI 399R 001	US Department of Education	US Department of Education	Standard		Spring Term 2015
Norr, Alexander Scott	S	POLI 399R 001	National Defense University, International Student Management Office	NUCCA Spinal Centers	Standard		Spring Term 2015
Walkenhorst, Rachel	S	POLI 399R 001	Provo Rec Center	Rachel Dunifon	Standard		Spring Term 2015
Gneiting, Nicole	S	POLI 399R 001	Lord of the Rings Fan Club	Intermountain Hearing and Balance Center	Limited		Winter Semester 2015
Ibisagba, Josephine Olutokumbo	S	PL SC 399R 002	Utah State Legislature	Exemption to intern without an Internship Master Agreement			Winter Semester 2013
Reece, Kevin Joseph	S	PL SC 399R 001	Defense Logistics Agency	Exemption to intern without an Internship			Winter Semester 2013

Accessing an Internship Application Home Page



Coordinators may access a student’s home page in three ways. First, from the Student’s Internship Application for a specific semester or term click on the home (🏠) icon at the bottom of the page. The selected student’s Internship Application Home Page will appear.



Second, from the Student’s Internship Application for a specific semester or term click on Application under the Student tab in the navigation bar. Search for a student using the student’s Empl ID or BYU ID (e.g., 000000000), Net-ID (e.g., theduke), or Name (e.g., Marion Robert Morrison). The Search Results will appear below the Search button. Open a student’s home page by clicking on the link of the student’s Empl ID, Net-ID, or Name. The Internship Application Home Page will open in that window.

Third, coordinators may access a student’s internship application home page by going to any Quick URL text box in BYU’s system and typing Intern08. Search for a student using the student’s Empl ID or BYU ID (e.g., 000000000), Net-ID (e.g., theduke), or Name (eg., Marion Robert Morrison). The Search Results will appear below the Search button. Open a student’s home page by clicking on the link of the student’s Empl ID, Net-ID, or Name. The Internship Application Home Page will open in that window.

BYU Internship Office
Sign out

Home Student
sastg

INTERNSHIP APPLICATION HOME PAGE



Personal Information

If your personal information shown here has changed, please update it on [MyBYU](#).

Name: Morrison, Marion Robert
NetID: theduke
Major: Theater and Film
Citizenship: United States

DOB: 26 May 1907
BYU ID: 00000000
Email: john_wayne@byu.edu
View Student’s Academic Record

Relevant Information

- [Student Requirements](#)
- [International Internships](#)
- [International Student Requirements](#)
- [Full-time Internship Scholarship Credit Load](#)
- [Internship Policy](#)

If you would like to receive academic credit for your internship you must enroll in an internship course. Before you are allowed to enroll in an internship course you must have an approved internship application. First, select the semester/term wherein you would like to receive credit. Second, click the Add New Application button. Third, review and accept the terms of the Student Agreement. Fourth, enter all the information into the Internship Application and submit the application. Once the application has been submitted it will need to be approved by your Department Internship Coordinator and the Internship Office. After the application has been approved you will receive an email informing you to add the course.

Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator	Status
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret Frances Shibla maggie_shibla@sastg.byu.edu	(801) 422-2670 106 SFH Submitted
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R Burton james_burton@sastg.byu.edu	(801) 422-2680 2529 WSC Submitted

Add New Application

Student Obligation Documents

If you are completing an internship with an Internship Provider that has a limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving your application. Once the internship coordinator has approved an application you will be informed of any student obligation requirements via email. At any time during the internship application process you have the capability of uploading a pdf of documents such as drug screens, background checks, immunizations, etc. to your internship application on the [Student Obligation Documents](#) page. Once you have uploaded to your application evidence of meeting the student obligations, the Internship Office will approve your application.

Viewing an Internship Application Home page

Personal Information section

This section of the home page displays the student's picture, name, NetID, BYU ID, date of birth, major, email, citizenship, and a link to the student's academic record. If a student's personal information displayed in this section of the application has changed, the student will need to update their information on MyBYU. Clicking on the email link will open a draft email in Outlook. Clicking on the Student's Academic Record link will open the Record Summary page from AIM.

Relevant Information

[Student Requirements](#)
[International Internships](#)
[International Student Requirements](#)
[Full-time Internship Scholarship Credit Load](#)
[Internship Policy](#)

Relevant Information section

The relevant information section displays information regarding general student requirements, international internships, international student requirements, full-time internship scholarship credit load, and the general internship policy. The links in this section will expand with the following information:

Student Requirements

- Students must be a day continuing student for the selected semester or term in order to register for an internship.
- Students whose internship residential contact information changes during a semester or term must return to the application for that term and update it.

International Internships

- Students whose experience involves international travel (outside of the 50 United States) do not need to complete this IRAMS student application, but instead must complete requirements for International Study Programs at the David M. Kennedy Center for International Studies.

International Student Requirements

- Students who are not U.S. citizens must also receive clearance from the International Services Office.

Full-time Internship Scholarship Credit Load

- Students enrolled in a full-time 12-credit internship course who want to reduce their scholarship requirement—provided they are not participating in an international internship through the Kennedy Center—should email the Scholarship Office directly at scholarships@byu.edu to have their minimum credit load requirement changed from 14 credits to 12 credits for Fall/Winter semesters. The email should include the following: the semester of the internship course enrollment, the internship class, the number of credits and how the internship relates to the student's major.

Internship Policy

- Click [here](#) to access the Internship Policy. A PDF link to the current Internship Policy will open in a new window.

Applications section

The applications section displays an overview of a student’s internship applications. Sort the applications by clicking any of the column headers. Each of the columns is explained below:

- **Semester/Term:** For more detail regarding a particular internship’s status or application, open the application by clicking on the link for the appropriate semester/term.
- **Internship Provider:** The name of the internship provider (as stipulated by the student in the internship application) will display in this column.
- **Class:** The class selected on the internship application, including the department, course number, section number, semester/term type, and title/description. A separate internship application is required for each class.
- **Department Internship Coordinator:** The contact information for the internship coordinator for that specific class. If the information showing in this section is incorrect, please verify that the information is correct in MyBYU.
- **Status:** A quick review of the status of an application is shown here. View the Application Process and Status section of the internship application for more detail regarding the status of the internship application.
- **Delete:** The trash icon (🗑️) in this section gives coordinators the ability to delete an student’s application. **A deleted application is non-recoverable.**

Applications					
Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator		Status
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret Frances Shibla maggie_shibla@sastg.byu.edu	(801) 422-2670 106 SFH	Submitted
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R Burton james_burton@sastg.byu.edu	(801) 422-2680 2529 WSC	Submitted

Student Obligation Documents section

If a student is completing an internship with an Internship Provider that has a limited Internship Master Agreement, students must complete and submit to the Academic Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Academic Internship Office approving the student’s application.

Student Obligation Documents

If you are completing an internship with an Internship Provider that has a limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving your application. Once the internship coordinator has approved an application you will be informed of any student obligation requirements via email. At any time during the internship application process you have the capability of uploading a pdf of documents such as drug screens, background checks, immunizations, etc. to your internship application on the [Student Obligation Documents](#) page. Once you have uploaded to your application evidence of meeting the student obligations, the Internship Office will approve your application.

Once an internship coordinator has approved an application, students are informed of any student obligation requirements via email. At any time during the internship application process students and coordinators have the capability of uploading a PDF of documents, such as drug screens, background checks, immunizations, to the student’s internship application on the Student Obligation Documents page.

BYU Internship Office James R. Burton [Sign out](#)

Home [Coordinator](#)

Dagmar Samorn | Winter Semester 2016 | INTERNSHIP APPLICATION

Internship Residential Contact Information

Please provide the address and contact information where you will be residing during your internship. This will not change your university information. If your address or contact information changes, please return to this application to update.

Address:
 City:
 State:
 Phone:
 Email:

Internship Provider Information

Please click the **Q** button below to search the Internship Master Agreement specified by the student.

If this internship has multiple providers, please click the **+** button to add another Internship Provider.

Master Agreement **Q**

Internship Provider:
 Address:
 City:
 State: Zip Code:
 Contact Name:
 Email:
 Phone:
 Start/End Dates:
 Total Approximate Hours:
 Employment Type: Status:
 Monetary Compensation: None Hourly \$
 Commission \$
 Salary \$
 Stipend \$
 Please describe the internship opportunity.

Class Credit

Select the appropriate internship class (enrollment will be available after approval by your Department Internship Coordinator and the Internship Office).

Internship Class:
 Credit Hour Limit:
 BYU Faculty Mentor:
 Are you enrolling in another BYU course for this same internship? Yes No

Application Approval Process and Status

Once you have submitted your internship application it will need to be approved by the following people in the chronological order listed below. When your department Internship Coordinator has approved your application you may have [Student Obligations](#) that you must upload before the Internship Office will approve your application.

- Internship Coordinator**
 James R. Burton | 2529 WSC | james_burton@sastg.byu.edu | (801) 422-2680
- Internship Office**
 5435 HBLB | internship_office@byu.edu | (801) 422-3337

You will be able to add the class after the Internship Office has approved the application.

Status	Date & Time	Person
Saved	04/21/15 01:19 PM	Dagmar Samorn
Submitted	04/21/15 01:51 PM	Dagmar Samorn
Approved	04/21/15 02:52 PM	James R. Burton

Setup | Custom Coordinator Notes

Setup three separate custom coordinator notes, that can be inserted into your approval email to the student, by clicking on the comment icons below.

Confidential Notes

These notes are viewable only by the Internship Coordinator, the Department Approver, and the Internship Office.

[Add Note](#)

Coordinator Notes from Lisa Rae Peck-04/30/15 03:33 PM: FYI to the IO: The World Tree is a poetic concept in Norse mythology that serves as a symbol to connect the Nine Worlds of gods, men, elves, dwarves, giants and the dead.

Search for an agreement to link to the student's application by clicking on the search (Q) icon here. The IMA database search page will pop-up.

Coordinators can set up three different messages to insert into approval email that is automatically sent to the student after an application is endorsed by the internship coordinator

Confidential Notes are not seen by the student. They are for your records or for the Academic Internship Office.

Delete an application by clicking on the trash icon (🗑️). Save changes to an application by clicking the save icon (💾). Access a student's home page by clicking the home icon (🏠).

Evaluating a Student's Application

A coordinator may view a student's application by first accessing the coordinator's Internship Application Queue. Clicking on the student's name in the Submitted Applications section of the queue will open the detailed information of the student's application for that semester and term. Please note that the accuracy of the information entered in the internship application will directly affect the accuracy of any reports that are pulled from IRAMS.

Internship Residential Contact Information

Please provide the address and contact information where you will be living while completing your internship. This will not change your university information. If any of the below information changes, please return to this application to update it.

Address	Someplace		
City	Provo		
State	Utah	Zip Code	84604
Phone	(321) 654-9870		
Email	barmaid@vikings.org		

Internship Provider Information

Please click the **Q** button below to search the Internship Master Agreement Database to determine if BYU has a signed Internship Master Agreement with the Internship Provider specified by the student.

If this internship has multiple providers, please click the **+** button to add another Internship Provider.

Master Agreement **Q** **+**

Internship Provider	Vikings		
Address	Somewhere		
City	Dublin		
State	Idaho	Zip Code	12345
Contact Name	Ragnar Rothbrook		
Email	ragnar@bloodandguts.com		
Phone	999-456-1345		
Start/End Dates	08/21/2015	12/22/2015	
Total Approximate Hours	230		
Employment Type	Volunteer	Status	16-29 Hour
Monetary Compensation	<input checked="" type="checkbox"/> None <input type="checkbox"/> Hourly \$ 0.00 <input type="checkbox"/> Commission \$ 0.00 <input type="checkbox"/> Salary \$ 0.00 <input type="checkbox"/> Stipend \$ 0.00		
Please describe the internship opportunity.	The name Viking is synonymous with extreme violence and terror. But few people know what it was really like to live in the world of the Viking.		

Students are required to enter all of the Internship Residential Contact and Internship Provider Information before they are allowed to submit an application for a coordinator to review. As the coordinator you are able to edit this information.

Students are unable to edit any information after their application has been submitted. The Master Agreement field, legal contact, Application Approval, and Confidential Notes sections are only viewable to coordinators.

Students must complete an internship application for every semester or term they are enrolled in the course. If a student is continuing an internship across multiple semesters they can use the Copy from a Previous Internship functionality on the student's home page.

Add New Application

- Spring Term 2015
- Spr/Sum 2015
- Summer Term 2015
- Fall Semester 2015
- Winter Semester 2016
- Copy Info From Previous Internship**
- Pride Rock, Inc.
- Thimble Theater

IRAMS Instructions for Department Internship Coordinators Internship Residential Contact Information

Internship Residential Contact Information

Please provide the address and contact information where you will be living while completing your internship. This will not change your university information. If any of the below information changes, please return to this application to update it.

Address:

City:

State: Zip Code:

Phone:

Email:

The residential contact information should reflect the address and other contact information during the time the student is involved in the internship.

Internship Provider Information

Internship Provider Information

Please click the **Q** button below to search the Internship Master Agreement Database to determine if BYU has a signed Internship Master Agreement with the Internship Provider specified by the student.

If this internship has multiple providers, please click the **+** button to add another Internship Provider.

Master Agreement: **+** **Q**

Internship Provider:

Address:

City:

State: Zip Code:

+ Legal Contact

Contact Name:

Email:

Phone:

Start/End Dates:

Total Approximate Hours:

Employment Type: Status:

Monetary Compensation:

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Hourly	\$	<input type="text" value="0.00"/>
	<input type="checkbox"/> Commission	\$	<input type="text" value="0.00"/>
	<input type="checkbox"/> Salary	\$	<input type="text" value="0.00"/>
	<input type="checkbox"/> Stipend	\$	<input type="text" value="0.00"/>

Please describe the internship opportunity.

The add icon (**+**) creates a additional internship provider for the application. If a student has multiple internship providers during the same semester or term or if a student adds an additional internship provider later in the semester or term, the coordinator can add that information to the application.

The delete icon (**🗑**) at the top of the internship provider information will delete all the internship provider information in that section.

Master Agreement: Every internship provider must agree to an Internship Master Agreement or an acceptable modification thereof. The Internship Master Agreement is designed to indemnify all parties involved in the internship process (Internship Provider, University, and student). The student’s application is linked to one of these agreements at the Master Agreement line. Reference “Linking an IMA to an Application” on page 18 for how to create that link.

Legal Contact: If there is a separate contact for the obtaining the Internship Master Agreement, coordinators can expand the legal contact section to enter the additional contact information.

Internship Provider: Name of the company or organization that is providing the internship opportunity. Verify that this information matches the Internship Master Agreement (IMA) linked to the student’s application.

Address/City/State/Zip Code/Country: The address information of the facility where the student will be participating in the internship opportunity.

Start/End Dates: Verify that the start and end dates entered are within the correct semester/term. The hours worked prior to the student’s official internship course enrollment will not be counted towards the students required work hours per credit enrolled. Students must fill out a separate application for multiple semesters or terms if the internship extends beyond the final day of the semester or term for which they are filling out the application.

Total Approximate Hours: The approximate number of hours that will be completed in the internship during the semester/term of the internship application.

Contact Name/Email/Phone: List the main person to communicate with regarding the internship. Generally this information should reflect the student’s supervisor at the internship..

IRAMS Instructions for Department Internship Coordinators

Employment: The employment questions provide detail regarding the employment type, status, and monetary compensation for the internship.

Employment Type	<input type="text"/>	Status	<input type="text"/>
Monetary Compensation	<input type="checkbox"/> None <input type="checkbox"/> Hourly <input type="checkbox"/> Commission <input type="checkbox"/> Salary <input type="checkbox"/> Stipend	\$	<input type="text" value="0.00"/>
		\$	<input type="text" value="0.00"/>
		\$	<input type="text" value="0.00"/>
		\$	<input type="text" value="0.00"/>

Type: A student is either an employee or a volunteer for the internship provider.

Employee: An employer-employee relationship exists between the student and the internship provider when the intern receives some form of monetary compensation.

Volunteer: The student is working in an unpaid capacity for the internship provider although some type of stipend may also be provided by the internship provider.

- **Status:** A student is either working part-time or full-time at an internship opportunity.

Part-time: Anything less than 30 hours a week.

Full-time: Anything more than 30+ hours a week.

- **Monetary Compensation:** Select the types of monetary compensation that apply including the accompanying amounts.

Internship Description: Students are required to provide at least a ten-word description of their internship for their internship coordinator.

Please describe the internship opportunity.

Expand this section by clicking and dragging the bottom right corner of the text box. This field has no character limit.

Class Credit section

Class Credit

Select the appropriate internship class (enrollment will be available after approval by your Department Internship Coordinator and the Internship Office).

Internship Class:

Credit Hour Limit:

BYU Faculty Mentor:

Are you enrolling in another BYU course for this same internship? Yes No

Internship Class: If a student has selected the wrong class or section, the coordinator may select the correct internship course number and section, and hit the “submit” button.

Credit Hour Limit: Type in the number of credits that the student is enrolling. If the application is approved after the add/drop deadline the number typed here is the number of credits of internship will be added to the student’s schedule.

BYU Faculty Mentor: If the student is working with a professor who is not their department internship coordinator, the student will provide the name of the professor here.

If the student is enrolling in another BYU course—which is not another internship course—for this same internship they will select the Yes radio button. After selecting the Yes radio button the Course & Section # and Professor fields will automatically expand for the student.

Application Approval section

Application Approval

Submitted by Rachel Walkenhorst Apr 29 2015 10:44 AM

Status	Person	Date & Time
<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Pending	Internship Coordinator James R Burton
<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Pending	Internship Office

The Application Approval section is only visible to coordinators or 2nd Approvers. Once the coordinator has attached an Internship Master Agreement (IMA) and typed in the credit hour limit the student may receive, the coordinator will be able to approve the application by clicking on the green Approve button in the Application Approval section at the bottom of the student’s application. The Application Approval window will open. A student’s application can be denied without attaching an Internship Master

IRAMS Instructions for Department Internship Coordinators Agreement (IMA) or typing the credit hours limit.

Once the coordinator has attached an Internship Master Agreement (IMA) and typed in the credit hour limit the student may receive, the coordinator will be able to approve the application by clicking on the green Approve button in the Application Approval section at the bottom of the student's application. The Application Approval pop up window will open. A student's application can be denied without attaching an Internship Master Agreement (IMA) or typing the credit hours limit.

The save icon (💾) will save any changes to the student's internship application. Students are able to save and return to an application by clicking the semester/term hyper-link on the homepage.

The home icon (🏠) at the bottom of the application will open the student's Internship Application Home Page.

The delete icon (🗑️) will obliterate the entire internship application. The icon will not be available to students after the application is submitted.

Application Approval Process and Status section

Application Approval Process and Status

Once you have submitted your internship application it will need to be approved by the following people in the chronological order listed below. When your department Internship Coordinator has approved your application you may have [Student Obligations](#) that you must upload before the Internship Office will approve your application.

Internship Coordinator
James R Burton | 2529 WSC | james_burton@sastg.byu.edu | (801) 422-2680

Internship Office
5435 HBLL | internship_office@byu.edu | (801) 422-3337

You will be able to add the class after the Internship Office has approved the application.

Status	Date & Time	Person
Saved	04/21/15 01:19 PM	Dagmar Samorn
Submitted	04/21/15 01:51 PM	Dagmar Samorn
Approved	04/21/15 02:52 PM	James R Burton

This section is an overview of the general internship process and includes the contact information for the primary internship coordinator, second approver and the Academic Internship Office. It will be visible on the student's application after the student has submitted an application. Additionally clicking on Student Obligations link will open the Student Obligation Documents page.

- A red exclamation point (❗) will be next to a name when an application is waiting for a decision from the coordinator or if the application has been denied.
- A green check (✅) will be next to a name once an application has been approved.

The status table will update as the student's application is approved, denied, or reverted with date, time, and person who made changes to the status.

Setup | Custom Coordinator Notes

Setup | Custom Coordinator Notes

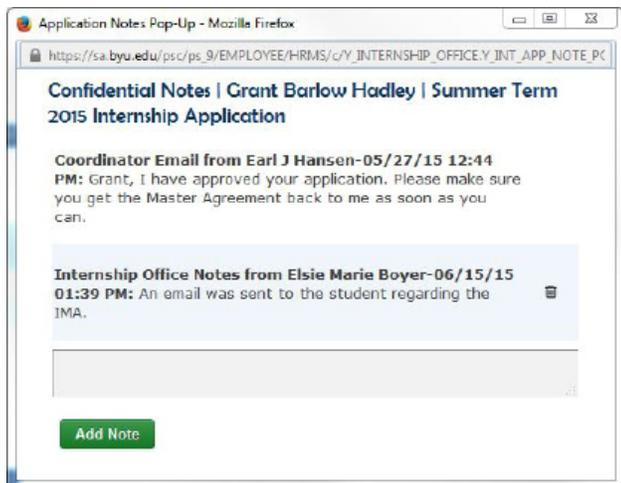
Setup three separate custom coordinator notes, that can be inserted into your approval email to the student, by clicking on the comment icons below.

🗨️ 🗨️ 🗨️

Coordinators can set up three different custom coordinator notes to insert into approval email that is automatically sent to the student after an application is endorsed by the internship coordinator. These messages are specific to the course, section, and semester or term. Since the messages are specific to a course, section and semester or term, the custom coordinator

note will have to be set up every semester or term. Once the custom coordinator note is set up for the semester or term it can be used for the remainder of that semester or term. 🗨️ 🗨️

Confidential Note section



The Confidential Notes are viewable only by the coordinator, department approver, and the Academic Internship Office. Any information entered in this section is not communicated to the student. Notes written in the approval or denial windows to be included in the automatic emails to students are also listed in this section of the student's application.

Explaining the IMA Database Search



Click the search icon (Q) at the end of the Master Agreement line on the student's application for a semester or term. The Internship Master Agreement Database Search for the student will pop up.

Click on the blue hyper links of the alphabet and numbers to bring up in the Internship Providers Search Results all the IMAs starting with that letter or number.

Clicking on  will export all of the information within the Internship Provider Search Results into an Excel file.

IMA Search Options

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

Co-Org Name	IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country	Items
XoRus LLC	4833	Standard	11/01/2006	11/01/2015	Toed Corbett or Shelley Kayser	1458 East 620 North	Orem	UT	84087	USA	0 / 0 / 0
Xango LLC	5833	Standard	05/05/2008	05/05/2018	Rob Spangler	3888 Executive Parkway	Lahi	UT	84043	USA	0 / 0 / 0
XL Soccer World	8845	Standard	06/01/2009	06/01/2019	Richard King	5888 Hillsborough Street	Raleigh	NC	27686	USA	0 / 0 / 0
Xel Pharmaceuticals, Inc.	9882	Standard	06/26/2013	06/26/2023	Dr. Donyl Quan	12382 Gateway Park Place Suite 8500	Proper	UT	84028	USA	0 / 1 / 0
Xologic Corp	9983	Standard	02/05/2014	02/05/2024	Jason Petersen	151 East 1700 South - Suite 118	Provo	UT	84082	USA	0 / 0 / 0
Xtend Game Provo	18385	Standard	04/24/2014	04/24/2024	Nicole Strong	4881 North University Ave #410	Provo	UT	84606	USA	0 / 1 / 0
XO Group, Inc.	18177	Standard	04/29/2014	04/29/2024	Laura Jean Hickey	385 Broadway Ave	New York	NY	10007	USA	0 / 1 / 0

IRAMS Instructions for Department Internship Coordinators

Each section of the Internship Master Agreement Database Search is explained below.

IMA Search Options

ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789

Co-Org Name

Address

City

State Zip Country

Contact Name

IMA Number IMA Type

Academic Programs

IMA Start Date

IMA End Date

IMA Search Options

Click on the blue hyper links of the alphabet and numbers to bring up in the Internship Providers Search Results all the Internship Master Agreements starting with that letter or number. All of the Internship Master Agreement search options can be used interchangeably to create a focused search for an Internship Master Agreement.

Co-Org Name: Type in the text field a keyword, partial or full name of an organization. Co-Org is used as the abbreviation form for

company or organization.

Address:Type in the text field a keyword, partial or full address of an organization.

City:Type in the text field a partial or full name of a city.

ZIP code: Type in the ZIP code of a city.

State: Select a state from the drop-down list.

Country: Select a country from the drop-down list. (United States will be automatically selected if nothing else is specified.)

Contact Name: Type in the text field a keyword, partial or full name of an organization contact name.

IMA Type: Select an Internship Master Agreement (IMA) type from the drop-down list. The following options will be available:

IMA Type

- BYU Limited
- Exempt
- Limited
- Standard
- Student Specific

Standard: BYU's basic IMA that covers all students from all departments.

Limited: The Internship Provider signed an agreement with BYU that has various limitations which may include specifications for students from specific departments, documentation of immunizations, and others.

BYU Limited: BYU Department exclusive agreements. Typical department specific agreements include Athletic Training, Nursing, Social Work, and others.

Exempt: The Internship Provider refused to sign or revise an agreement with BYU or to provide any type of internship affiliation agreement.

Student Specific: Internship Master Agreement (IMA)'s that are restricted to one specific student. These agreements cannot be linked to another student's application.

IMA Number: Type in a Internship Master Agreement number.

Academic Programs: Click the edit icon (✎) to select from the list of academic programs in alphabetical order. This will initiate a list of internship master agreements that have been initiated or are limited to particular academic programs.

IMA Start Date: Select a date from the calendar or type (MM/DD/YYYY). To

IRAMS Instructions for Department Internship Coordinators

search a date range select or type a date after the first date in the second field.

IMA End Date: Select a date from the calendar or type (MM/DD/YYYY). To search a date range select or type a date after the first date in the second field. Expired agreements will not show in the results.

Search: Once you have determined your search criteria, click the search button or hit enter to start the search. The results will be visible below in the Internship Provider Search Results section.

Clear: Click the clear button to remove all search information and results.

Internship Provider Search Results										
Co-Org Name	IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country Interns
Xolius LLC	4833	Standard	11/01/2006	11/01/2016	Todd Corbett or Shelley Kayler	1468 East 920 North	Oram	UT	84007	USA 0 / 1 / 0
Xango LLC	5833	Standard	05/04/2006	05/04/2016	Rob Spangler	3000 Executive Parkway	Lahi	UT	84043	USA 0 / 1 / 0
XL Soccer World	8848	Standard	06/01/2009	06/01/2019	Richard King	5600 Hillsborough Street	Raleigh	NC	27606	USA 0 / 1 / 0
Xel Pharmaceuticals, Inc.	8882	Standard	06/26/2013	06/26/2023	Dr. Danyl Guan	12382 Gateway Park Place Suite 0600	Draper	UT	84028	USA 0 / 1 / 0
Xologic Corp	8883	Standard	02/05/2014	02/05/2024	Jason Peterson	151 East 1700 South - Suite 310	Provo	UT	84002	USA 0 / 1 / 0
Xtend Game Provo	10185	Standard	04/24/2014	04/24/2024	Nicole Strong	4801 North University Ave #400	Provo	UT	84066	USA 0 / 1 / 0
XO Group, Inc.	10177	Standard	04/29/2014	04/29/2024	Laure Jean Hickey	115 Broadway Ave	New York	NY	10007	USA 0 / 1 / 0

Internship Provider Search Results

Organize the Internship Provider Search Results by any of the column categories by clicking the header of the column.

- The information icon () , when clicked on, will open up the complete Internship Master Agreement information in the Internship Master Agreement detail window. This window may contain some information about the Internship Provider and the signed Internship Master Agreement (IMA) not included in the Internship Provider Search results including additional coverage details, a description, an initiating program, programs covered, contact information

BYU Internship Office Amber Rebecca Collins [Sign out](#)

Home Student Coordinator sastg

Orange Soda, Inc.

<p>Agreement Information</p> <p> Agreement #: 7301 Start Date: 11/18/2014 End Date: 11/18/2024 Coverage: Not specified Type: Standard Description:</p>	<p>Program Information</p> <p>Initiating: Business Management Programs Covered: All</p>	<p>Location Information</p> <p>Address: 732 E 930 S City: American Fork State: UT Zip Code: 84003 Country: USA</p>	<p>Contact Information</p> <p>Contact Name: Karen Groesbeck Contact Phone #: 801-610-2500 Contact Fax: 801-610-2501 Contact Email: kgroesbeck@orangesoda.com</p> <p>Student Application Information</p> <p># of Interns: 1 / 4 / 0</p>
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[Close](#)

(contact name, phone fax, and email), and other information.

- The building icon () signifies that this agreement covers all locations of the internship provider. If a student is interning at a different address than is listed on the Internship Master Agreement (IMA) an agreement that covers all locations will still encompass that student.
- Clicking the link in the Co-Org Name column will link that agreement to the student's application.
- The PDF icon () will open a PDF of the Internship Master Agreement (IMA) in a new window.

IRAMS Instructions for Department Internship Coordinators

- The type column will indicate Standard or Limited. Additional information regarding the programs covered by the agreement is shown in a hover window when the coordinator mouses over the link. A standard agreement is valid for all students in all academic units. A limited Internship Master Agreement (IMA) is a customized internship agreement with unique obligations of students and departments. Additionally, a limited Internship Master Agreement (IMA) may be restricted to students within a certain department, for example nursing, athletic training, or social work.
- IMA Start and IMA End dates show the date range that the Internship Master Agreement (IMA) is valid.
- The numbers in the Interns column signify the following information: “All Past Interns/Current Semester Interns/Future Semester Interns”. The information collected in this section only reflects the number of students who have interned using that specific Internship Master Agreement (IMA) number starting in 2009 (when IRAMS was created). Coordinators will not be able to view the student-specific data (in accordance with FERPA laws).

Agreements Not on File Options

If you have conducted a search for an Internship Master Agreement (IMA)—and an agreement was not found in the search results—you may select one of the radio buttons in the Agreements Not on File Options section of the Internship Master Agreement Database Search.

Agreements Not on File Options

If you have conducted a search for an Internship Master Agreement (IMA) and an agreement was not found in the search results below—you will need to select one of the following radio buttons in order to approve the student's application:

- BYU On-Campus Internship:** Select this option if the internship is with campus department, program, entity, or faculty.
- Internship Coordinator:** Select this option if the internship coordinator will initiate or direct the student to initiate getting the IMA signed.
- Exemption:** Select this option if the Internship Provider will not sign or revise an agreement with BYU.
- Internship Office:** Select this option if you would like the Internship Office to initiate getting the IMA signed.
- Student Specific:** Select this option if the agreement is restricted to an individual student.

BYU On-Campus Internship: Select this option if the internship is with campus department, program, entity, or faculty.

Internship Coordinator: Select this option if the internship coordinator will initiate or direct the student to initiate getting an Internship Master Agreement (IMA) signed.

Exemption: Select this option if the Internship Provider will not sign or revise an agreement with BYU nor provide any type of internship affiliation agreement.

Internship Office: Select this option if you would like the Academic Internship Office to initiate getting the Internship Master Agreement (IMA) signed. The Academic Internship Office will then email the contact name listed on the student's application.

Student Specific: Select this option if the agreement is restricted to an individual student. Please send the student to the Academic Internship Office (HBLL 5435) for a review of that individual agreement or email agreement to internship@byu.edu.

Linking an IMA to an Application

A coordinator must link an internship master agreement (IMA) to a student’s application. A coordinator is unable to approve an application until an IMA has been linked to a student’s application. If there is no agreement on file for the company or organization a coordinator may select one of the radio buttons from the Agreements Not On File Options section.

1. Click the search icon (Q) at the end of the Master Agreement line on the student’s application for a semester or term. The Internship Master Agreement Database Search for the student will pop up with the company or organization name (as provided by the student in the application) in the Co-Org Name field.

IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country	Inters
4989	Standard	02/22/2006	02/22/2016	Hector Villagra	2140 West Chapman Avenue, #209	Orange	CA	92868	USA	0 / 0 / 0
4435	Standard	04/14/2005	04/14/2015	Debbie Schultze	800 West Katella Avenue	Anaheim	CA	92802	USA	0 / 0 / 0
6348	Standard	04/28/2008	04/28/2018	Jennifer Cho Salaff	172 North Tustin Ave., Suite 304	Orange	CA	92867	USA	0 / 0 / 0
6760	Standard	03/12/2009	03/12/2019	Gregory E. Hick	200 East King St.	Hillsborough	NC	27278	USA	0 / 0 / 0
6395	Standard	09/15/2008	09/15/2018	Jay Bean	503 E. Technology Ave.	Orem	UT	84097	USA	0 / 2 / 0
7301	Standard	11/18/2014	11/18/2024	Karen Groesbeck	732 E 930 S	American Fork	UT	84003	USA	0 / 6 / 0

2. Click the Search button. Please note that the Co-Org Name search must be very exact so it may be easier to search for a company or organization using a keyword instead of a complete company or organization name (e.g., searching for ‘Orange’ instead of ‘Orange Soda Company’). The search results will show in the Internship Provider Search Results section.

Co-Org Name	IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country	Inters
ACLU of Southern California, O...	4989	Standard	02/22/2006	02/22/2016	Hector Villagra	2140 West Chapman Avenue, #209	Orange	CA	92868	USA	0 / 0 / 0
Anaheim/Orange County Visitor...	4435	Standard	04/14/2005	04/14/2015	Debbie Schultze	800 West Katella Avenue	Anaheim	CA	92802	USA	0 / 0 / 0
Orange County Parenting Magazine	6348	Standard	04/28/2008	04/28/2018	Jennifer Cho Salaff	172 North Tustin Ave., Suite 304	Orange	CA	92867	USA	0 / 0 / 0
Orange County USD	6760	Standard	03/12/2009	03/12/2019	Gregory E. Hick	200 East King St.	Hillsborough	NC	27278	USA	0 / 0 / 0
Orange Soda, Inc.	6395	Standard	09/15/2008	09/15/2018	Jay Bean	503 E. Technology Ave.	Orem	UT	84097	USA	0 / 2 / 0
Orange Soda, Inc.	7301	Standard	11/18/2014	11/18/2024	Karen Groesbeck	732 E 930 S	American Fork	UT	84003	USA	0 / 6 / 0

3. Verify that the company or organization listed is the one where the student will be interning. If the company or organization is not correct perform the search using different terms. All of the IMA search options (e.g., Co-Org Name, Address, City, State, Contact Name, IMA Number, IMA Start Date, and IMA End Date) can be used interchangeably to create a focused search for an Internship master agreement.

4. Click Co-Org Name to link the Internship master agreement to the student’s application. * The window will close and the student’s internship application will list the selected Internship master agreement in the Master Agreement field.

* If there are no results for the search, select one of the radio buttons from the Agreements Not On File Options section. Refer to Agreements Not on File Options with any questions regarding the differences between the agreements not on file options.

Creating a Legal Contact

Just above the contact name field on the right is the  Legal Contact icon. A legal contact may be an attorney or other legal counsel who should be contacted regarding the Internship Master Agreement. Clicking the  Legal Contact icon will expand that section to allow the coordinator to add the contact information for the legal contact including the name, email, address, and phone number. If the coordinator has specified that the Academic Internship Office should contact the internship provider regarding the Internship Master Agreement, the Academic Internship Office will contact that provider using the email address listed in the legal contact section. If no legal contact has been specified then the contact provided in the application will be used.

Legal Contact	
Contact Name	Leah Spelman
Email	leah@daysforgirls.org
Phone	(360) 220-8393 Extension
Legal Contact Name	
Legal Contact EMail	
Legal Contact Address	
Legal Contact Phone	

Typing the Credit Hour Limit

Type in the credit hour limit (0.5 – 12 credits) the student will be allowed to enroll in the internship course. The minimum number of internship hours for each hour of credit earned is 42 hours, but academic departments or schools determine the actual number of experience hours required for each earned credit hour. Credit for internship experience is not given retroactively; neither can credit be given in advance of the internship. All internship experience for which a student is enrolled must be preceded by the establishment of academic requirements, completion of contractual agreements, and pre-internship orientation of the student.

Viewing and Adding Confidential Notes

Coordinators can add a confidential note regarding a student's internship three separate ways. The notes can be viewed at any time by clicking on the comments icon () or viewing the right column of a student's semester/term application. T

Adding Confidential Notes from the Internship Application

Setup | Custom Coordinator Notes

Setup three separate custom coordinator notes, that can be inserted into your approval email to the student, by clicking on the comment icons below.



Confidential Notes

These notes are viewable only by the Internship Coordinator, the Department Approver, and the Internship Office.

Add Note

1. On the right side of a student's semester/term application, type the information to be communicated to the Academic Internship Office in the text field.
2. Click Add Note button. The information typed in the text field will appear in the section below the Add Note button. The comments icon in the coordinator's queue will change to a filled-in comments icon (). The Academic Internship Office will be able to view this information when they open the student's application.
3. Confidential notes can be deleted by clicking on the trash () icon in the right top corner of the note.

Adding Confidential Notes from the Internship Application Approval/Denial window

1. Click the Approve or Deny button in the Application Approval section of a student's semester/term internship application. The Application Approval or Denial window will open.

2. In the Notes & Emails section of the Application Approval window, type in the first text box any confidential comments to the Academic Internship Office. The notes will be saved when the Approve or Deny button is clicked.

3. Click the Approve or Deny button. If you cancel the approval or denial, then the confidential notes and email notes will not be retained.

Viewing a Student Application's Confidential Notes

Clicking the Comment Icon (💬 or 🗑️)

1. In a coordinator's Internship Application Queue in the Notes column, click on the comment icon (💬 or 🗑️). The Application Notes Pop-Up window will pop up. Previous notes will appear at the top of the window.

2. Type any information to be communicated to the Academic Internship Office, any notes regarding the student or internship application in the text field.

3. Click the Add Note button when complete. The new note will appear above the text box.

4. Notes written by the coordinator can be deleted by clicking on the trash (🗑️) icon in the right top corner of the note. The green Add Note button will change to a Save Changes button. Click the Save Changes button to delete the note.

Any time these icons are present in the bottom right corner of a text field that text field can be manually resized. Hovering over the icon will change the mouse into a double arrow and the field can be resized by clicking and dragging..

Application Approval section

Once the coordinator has attached an Internship master agreement and typed in the credit hour limit the student may receive, the coordinator will be able to approve the application by clicking on the green Approve button in the Application Approval section at the bottom of the student's application. The Application Approval pop up window will open. A student's application can be denied without attaching an Internship master agreement or typing the credit hours limit.

Application Approval pop up window

The sections of the Application Approval pop up window are explained below:

Agreement Type with Provider section

Agreement information is provided here. If the agreement is limited this section will include any student obligations that may be required. For further information regarding limited agreements please refer to the Interning with a Limited Provider section of this document.

Department Coordinator Endorsement section

Review the Department Coordinator Endorsement section and ensure that the course and department practices and policies are in compliance. By endorsing the application the coordinator certifies that:

- The internship experience fits within the course curriculum, meets the university criteria for receiving academic credit and the coordinator has found the internship provider information is accurate.

- The coordinator has oriented the student, which includes providing a syllabus and ensuring that the student understands the learning objectives and assignments for the internship.

- The coordinator has made sure the Internship Residential Contact Information section is complete or has explained in the confidential comment box below the circumstances related to incomplete information.

Notes & Emails section

The first text field is for confidential comments. This section allows the coordinator to make comments about the application; these comments will only be viewed by coordinators and the Academic Internship Office.

The second text field allows the coordinator to type comments to be included in the system-generated e-mail sent to the students. These notes are also viewable in the confidential notes section of the student's application after the application has been approved.



Clicking the Cancel button will close the Application Approval window

without approving the application. Any confidential notes or email notes will not be retained.

Approving an application

1. Verify that the information provided in the application is accurate and that the internship has enough academic rigor to be considered for internship credit.
2. In the Internship Provider section of the student's semester or term internship application, link an Internship Master Agreement to the student's internship application. (If you have any questions about this step, please refer to the instructions in "Linking an IMA to an Application" on page 18.)
3. In the class credit section, verify that the student has submitted an application for the correct course and section number.
4. In the class credit section, type in the credit hours limit that the student will be allowed to enroll for.
5. Click the Approve button in the Application Approval section of a student's semester/term application. The Application Approval Window will open.
6. Verify and review the terms of the agreement information posted in the Agreement Type with Provider section of the Application Approval pop up window.

The screenshot shows the 'Application Approval' window for William Zimmerman. It includes sections for agreement type, coordinator endorsement, confidential comments, and an automated email section. Red arrows point to the agreement type, confidential comments, and the Approve/Cancel buttons. Blue callouts provide additional context for these elements.

Application Approval
Application Approval for | William Zimmerman | 123456789

Standard Agreement with South Valley Sanctuary
The BYU Standard Agreement does not have additional Department or Student Obligations.

Department Internship Coordinator Endorsement
I certify that:

- The internship experience fits within the course curriculum and meets the university criteria for receiving academic credit and that the Internship Provider Information is accurate.
- I have oriented the student, which includes providing a syllabus and ensuring that the student understands the learning objectives and assignments for this experience.
- I have made sure the Internship Residential Contact Information section is complete or have explained in the confidential comment box below the circumstances related to incomplete information.

Notes & Emails
Confidential Comments to Internship Office:

An automated e-mail is sent to William Zimmerman when a decision is made by the Department Coordinator. In the text box below you can enter additional text that will be inserted into the automated e-mail sent to William Zimmerman.

I certify that I have approved and verified all the above listed criteria.

Approve **Cancel**

This section will show the student obligations if the agreement is limited and has student obligations.

This text field can remain blank if the coordinator has nothing to communicate to the academic internship office.

If a coordinator clicks the cancel button, the application will remain in a submitted state in the coordinator's queue.

Applications cannot be approved after the discontinuance deadline has passed for a semester or term.

IRAMS Instructions for Department Internship Coordinators

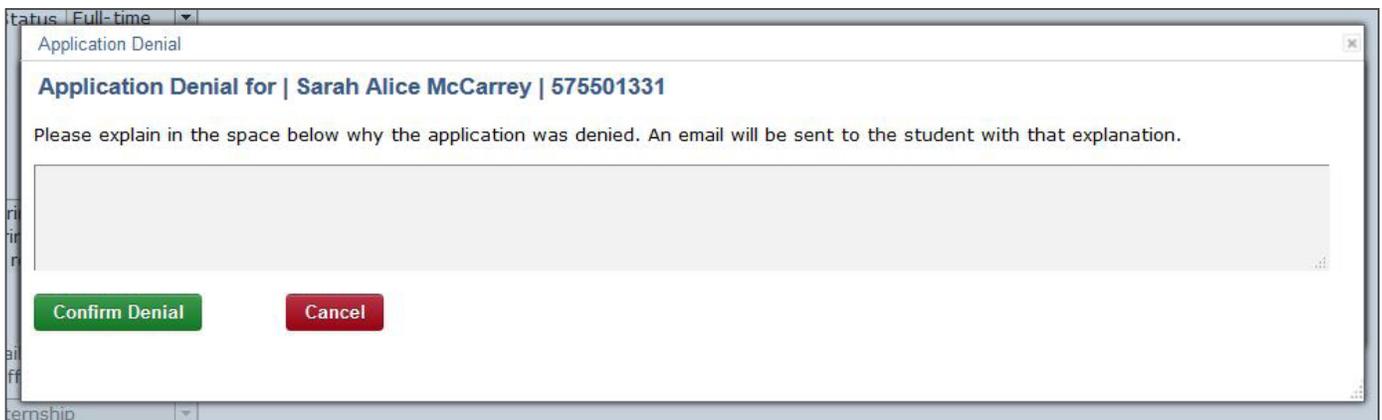
7. Review the Department Coordinator Endorsement section and ensure that the internship provider, course and department practices and policies are in compliance.
8. In the first text field, type any notes or comments to the Academic Internship Office; these comments will only be viewed by the coordinator and the Academic Internship Office.
9. In the second text field, type any notes or comments to the student which will be inserted into the IRAMS system-generated email informing the student that the coordinator has approved the internship application.
10. Click the Approve button in the Application Approval window. If everything has been correctly processed then the student's internship application home page will open.

If a student is completing an internship application after the add/drop deadline and before the discontinuance deadline, an automatic email will be sent to the Records and Registration Office to enroll the student in the internship course.

Denying an application

Please note that once a coordinator or a 2nd approver has denied a student's application, the application never reaches the Academic Internship Office.

1. Click the red Deny button in the Application Approval section of a student's semester/term application. The Application Denial window will open.



The screenshot shows a web browser window titled "Application Denial". The main heading is "Application Denial for | Sarah Alice McCarrey | 575501331". Below the heading is a text area with the instruction: "Please explain in the space below why the application was denied. An email will be sent to the student with that explanation." At the bottom of the window, there are two buttons: a green "Confirm Denial" button and a red "Cancel" button. The browser's address bar shows "status: Full-time" and "ernship".

2. Type a message in the text field explaining to the student why the application is being denied. The message typed in this section will be inserted into system-generated e-mail sent to the students informing them of the denial.
3. Click the Confirm Denial button in the Application Denial window. If everything has been correctly processed then the student's internship application home page will open.

If a coordinator would like to reverse their application denial, the coordinator can open the student's application from the Denied Applications section of the Internship Application Queue to review the application information and then follow the instructions for reverting an application.

Coordinators cannot change (or revert) an approval or denial after a 2nd approver or the Academic Internship Office has made a decision on the application.

Reverting an application

Application Approval			
Submitted by Emma Suzanne Wood Apr 20 2015 11:23 AM			
	Status	Person	Date & Time
<input type="button" value="Revert"/>	Approved	Internship Coordinator Lisa Rae Peck	04/30/15 02:27 PM
<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Pending	2nd Approver James Scott Dunaway	
<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Pending	Internship Office	

Once a coordinator has approved or denied a student's application, the application is moved to the appropriate category in the Internship Application Queue. If the 2nd approver or the Academic Internship Office has not approved or denied the application, then a coordinator can revert an application. Reverting an application wipes out the class information and credit hours and removes the previous approval or denial and allows a coordinator to make another decision. Additionally, a coordinator can revert the decision of another coordinator.

Application Decision Reversal

Revert Application Decision for | Mary Alice Crowley | 000000000

If desired, please explain in the space below why the application decision was reverted. If you provide an explanation, a confidential note will be created with that explanation.

If desired, please provide a note in the space below regarding the reversal. If you enter a note below, an email will be sent to the student with that note.

1. On an approved or denied application in the Application Approval section, click the Revert button. The Application Decision Reversal window will open.

2. In the first text field, type any notes or comments to the Academic Internship Office; these comments will only be viewed by the coordinator and the Academic Internship Office.

3. In the second text field, type any notes or comments to the student which will be inserted into the IRAMS system-generated email regarding the decision reversal type. If the coordinator types nothing in that second text field, an email will not go to the student to inform the student of the decision reversal. The student will continue to receive the other standard approval or denial emails when a coordinator makes those decisions with the application.
4. Click the Confirm Reversal button. The Application Decision Reversal window will close. In the internship application, the class credit information and credit hour limit will be blank. The Application Approval buttons will be gray.
5. Select the class credit information from the drop-down menu.
6. Type the Credit Hour Limit.
7. Click the green Submit Application button. A pop up message will appear verifying that you would like to re-submit the application.
8. Click Yes. A message will appear verifying that the application is ready to be submitted.
9. Click Yes. The coordinator will be taken to the student's Internship Application Home Page with a verification message containing the semester/term, coordinator, course, and section number information in the text.

Changing the class or section in an application

If a student has submitted an application with the wrong course or section then the internship coordinator will need to select the correct course or section and resubmit the student's application. Once the Academic Internship Office has approved an application a coordinator is unable to make any changes to the internship class information in the application.

Resubmitting an application with a different class or section

If a coordinator has not approved or denied an application, then a coordinator may change the class or section number by submitting the student's application.

Please describe the internship opportunity.

Class Credit
Select the appropriate internship for your Department Internship

Internship Class:

Credit Hour Enrollment:

BYU Faculty Mentor:

Are you enrolling in another BYU course for this same internship? Yes No

Application Approval
Submitted by Nellie Jane Boyer Aug 30 2017 11:55 AM

Approve	Deny	Status	Person	Date & Time
<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	Pending	Internship Coordinator Sally Coordinator	
<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	Pending	Internship Office	

1. Open the student's internship application for the semester or term.
2. In the class credit section of a student's internship application, select the correct course and section number from the Internship Class drop-down list.
3. Click the Submit Application button. A pop up message will appear verifying that you would like to resubmit the application. **Do not change the course and section on a student's internship application without first submitting application again. If an application is not submitted after a change has been made to the course and section then the Academic Internship Office will not receive the application or approve it.**

Message

Your application has already been submitted. Do you want to re-submit it for consideration? (0,0)

4. Click Yes. A message will pop up verifying that the application has already been submitted. It should say "Your application has already been submitted. Do you want to re-submit for consideration?"

5. Click Yes. The home page of the student's application will open. A verification message will appear with the semester/term, coordinator, course, and section number information in the text. A notification email of the submitted application will be sent to the internship coordinator and the application will be in the internship coordinator's queue.

Message

Your internship application for Fall Semester 2015 has been submitted to Charlene C Clark, Primary Coordinator for SOC W 655R 001 S-Field Internship 2. Please check your email for further information. (0,0)

Term 2015 Wasatch Mental Health SOC W 654R 001 1 Charlene C Clark (801) 422-7438 Submitted

6. Open the student's application for the correct semester and term and approve as normal ("Approving an application" on page 22).

Changing the class after a coordinator approval or denial

Once the Academic Internship Office has approved an application, a coordinator is unable to make any changes to the internship class information. Contact the Academic Internship Office to change the internship course information.

Application Approval
Submitted by Emma Suzanne Wood Apr 20 2015 11:23 AM

Status	Person	Date & Time
Approved	Internship Coordinator	04/30/15 02:27 PM

Approve Deny

Approve Deny

1. Open the student's semester or term internship application.

2. Click Revert button in the Application Approval section. The Application Decision Reversal window will open.

Revert Application Decision for | Mary Alice Crowley | 00000000

If desired, please explain in the space below why the application decision was reversed. If you provide an explanation, a confidential note will be created with that explanation.

If desired, please provide a note in the space below regarding the reversal. If you enter a note below, an email will be sent to the student with that note.

Confirm Reversal Cancel

3. In the first text field, type any notes or comments to the student, which will be inserted into the IRAMS system generated email regarding the decision reversal type. If nothing is typed in the second text field, an email will not be sent to the student.

4. In the second text field, type any notes or comments to the student, which will be inserted into the IRAMS system generated email regarding the decision reversal type. If nothing is typed in the second text field, an email will not be sent to the student.

Class Credit

Select the appropriate internship class (enrollment will be available after approval by your Department Internship Coordinator and the Internship Office).

Internship Class

Credit Hour Limit

BYU Faculty Mentor

Are you enrolling in another BYU course for this same internship? Yes No

Application Approval
Submitted by Daniel Hinckley Stevenson Jun 15 2015 04:34 PM

Status	Person	Date & Time
Pending	Internship Coordinator	

Approve Deny

Approve Deny

5. Click the Confirm Reversal button in the Application Decision Reversal window. The Application Decision Reversal window will close. In the left column of the internship application the class credit information and credit hour limit will be blank. The Application Approval buttons will be disabled. In the right column of the student's internship application the revert date and time will show in the Application Approval Process and Status section.

You will be able to add the class after the Internship Office has approved the application.

Status	Date & Time	Person
Submitted	05/01/15 12:00 AM	Brittany Christine Holman
Denied	05/04/15 09:53 AM	Tiffany Nicole Wixom
No Decision (Reverted)	06/17/15 12:23 PM	Tara Jean Goulding

6. Select the correct course and section number from the Internship Class drop-down list.

Message

Your application has already been submitted. Do you want to re-submit it for consideration? (0,0)

Yes No

7. Click the Submit Application button. A pop up message will appear verifying that you would like to re-submit the application.

8. Click Yes. A message will appear verifying that the application is ready to be submitted.

9. Click Yes. The coordinator will be taken to the student's Internship Application Home Page with a verification message containing the semester/term, coordinator, course, and section number information in the text.

Searching for a Student's Internship Application

Coordinators may search for the internship application of students who are not currently in their queue using the following steps:



1. From the coordinator's Internship Queue (or any other IRAMS page) click on Student Application Search under the Coordinator tab. The search criteria will open in the window. Or go to any Quick URL text box in BYU's system and type Intern08.

Internship Welcome Page
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with

Net-ID: begins with

Name: contains

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. Search for a student using the student's Empl ID or BYU ID (e.g., 000000000), Net-ID (e.g., theduke), or Name (e.g., Marion Robert Morrison). Click the Search button. The Search Results will appear below the Search button.

3. Click on the link of the student's Empl ID, Net-ID, or Name to open that student's Internship Application Home Page.

Search Results

View All First 1-59 of 59 Last

Empl ID	Net-ID	Name
339887860	amr76	Adney Marion M Reid
688182843	huffy2	Allison Marion Huffaker
781242129	ag384	Angela Marion Black
401291692	pangiem	Angie Marion Pareja Porras
390786019	cmk	Charles Marion Kerby Jr
856693019	nimsc	Clinton Marion Nims
980186065	dhk2	Deborah Marion Seethaler
863701977	jibbs02	Dennis Robert Marion
861160910	dmonson	Douglas Marion Monson
080327190	shavere	Elaine Marion Shaver
696670254	jacobmr	Jacob Marion Romney
127528294	jg437	James Marion Golding
804208307	didgerid	James Marion Moyar
770341282	jmarioni	Jennifer Lynn Marioni
156320036	jmh297	John Marion Hughes
110657123	ioshi	Joshua Marion Johnston
000000000	theduke	Marion Robert Morrison

Click the down arrow to select from other search options. Selecting 'contains' will perform a search only using part of a student's name. Please note that the Name search must be very exact so it may be easier to search for a student using 'contains' and then typing the first or last name and weeding through the long list of results to find the correct student you are seeking.

Click any of the search result links to open that student's Internship Application Home Page.

BYU Internship Office **sastg** Sign out

Home Student

INTERNSHIP APPLICATION HOME PAGE



Personal Information
If your personal information shown here has changed, please update it on MyBYU.
Name: Morrison, Marion Robert **DOB:** 26 May 1907
NetID: theduke **BYU ID:** 00000000
Major: Theater and Film **Email:** john_wayne@byu.edu
Citizenship: United States **View Student's Academic Record**

Relevant Information

- Student Requirements
- International Internships
- International Student Requirements
- Full-time Internship Scholarship Credit Load
- Internship Policy

You would like to receive academic credit for your internship you must enroll in an internship course. Before you are allowed to enroll in an internship course you must have an approved internship application. First, select the semester/term wherein you would like to receive credit. Second, click the Add New Application button. Third, review and accept the terms of the Student Agreement. Fourth, enter all the information into the Internship Application and submit the application. Once the application has been submitted it will need to be approved by your Department Internship Coordinator and the Internship Office. After the application has been approved you will receive an email informing you to add the course.

Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator	Status
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret Frances Shibla maggie_shibla@sastg.byu.edu	(801) 422-2670 106 SFH Submitted
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R Burton james_burton@sastg.byu.edu	(801) 422-2680 2529 WSC Submitted

[Add New Application](#)

Student Obligation Documents

If you are completing an internship with an Internship Provider that has a limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving your application. Once the internship coordinator has approved an application you will be informed of any student obligation requirements via email. At any time during the internship application process you have the capability of uploading a pdf of documents such as drug screens, background checks, immunizations, etc. to your internship application on the [Student Obligation Documents](#) page. Once you have uploaded to your application evidence of meeting the student obligations, the Internship Office will approve your application.

Interning with a Limited Internship Provider

A limited Internship Master Agreement is a customized internship agreement with unique obligations of students and departments. When a student interns with an Internship Provider who has entered into such an agreement, the unique obligations of the student must be met prior to the student beginning his/her internship. Students will be apprised of these unique obligations when they meet with the coordinator to review the student's IRAMS application and/or through an email sent to the student once the coordinator has approved the application.

Coordinators can verify if an Internship master agreement (IMA) is limited on the Internship Master Agreement Database Search page as well as in the IMA type column in the Internship Application Queue. Further information is also on the Internship Master Agreement detail page.

BYU Internship Office Amber Rebecca Collins [Sign out](#)

Home [Coordinator](#)

Intermountain Healthcare Health Services

Agreement Information

Agreement #: 4654
Start Date: 01/29/2014
End Date: 01/29/2024
Headquarters: Intermountain Healthcare Health Services
Type: Limited
Description: Intermountain Healthcare

Contact Information

Contact Name:
Contact Phone #:
Contact Fax:
Contact Email:

Student Application Information

of Interns: 4

Program Information

Initiating: Accounting
Programs Covered: Accounting; Business Management; Computer Science; Construction and Facilities Management; Chemistry and Biochemistry; Communication Disorders; Communications; Electrical and Computer Engineering; Economics; English Language; English; Exercise Sciences; Family, Home, and Social Sciences; Health Science; International and Area Studies; Information Systems; Information Technology; Latin (Classical); Law; Life Sciences; Linguistics; Mechanical Engineering; Manufacturing; Microbiology and Molecular Biology; Nutrition, Dietetics, and Food Science; Neuroscience; Nursing; Public Management; Physiology and Developmental Biology; Physical Education Teacher Education; Portuguese; Psychology; Recreation Management; Religion - Religious Education; Student Development

Location Information

Address: 525 S South College Drive
City: Salt Lake City
State: UT
Zip Code: 84143
Country: US

Student Obligation Information

Tuberculosis screening requirement. One of the following is required:
 (a) 2-step TST (two separate Tuberculin Skin tests, aka PPD tests) within twelve months of each other. The last TST should be completed at the time the student begins their rotation at an Intermountain facility.
 (b) One (1) Quantiferon Gold blood test with a negative result.
 (c) If previously positive to any TB test, student must complete a symptom questionnaire and have a chest x-ray read by a radiologist with a normal result. If chest x-ray is normal, the student needs to be cleared by their physician or local health department before beginning their rotation at an Intermountain facility.

Measles (Rubeola) and Mumps and Rubella requirement. One of the following is required:
 (a) Proof of two (2) MMR vaccinations.
 (b) Proof of immunity to Measles (Rubeola), Mumps, Rubella through a blood test.

Hepatitis B recommendation. If the assignment may involve exposure, potential exposure, to blood, body fluid or tissue specimens, one of the following is strongly recommended:
 (a) Documentation of three (3) Hepatitis B vaccinations and blood test with "Reactive" result.
 (b) Documentation of three (3) Hepatitis B vaccinations given more than 9-15 years prior to start date (no blood test is required).
 (c) Blood test with "Reactive" result.
 (d) Documentation of six (6) Hepatitis B Vaccinations with blood test result of "Not Reactive" (this person is consider a "Non-Responder").

Varicella (Chickenpox) requirement. One of the following is required:
 (a) Proof of two (2) Varicella vaccinations.
 (b) Proof of immunity to Varicella through a blood test.
 (c) Healthcare Provider documentation of Varicella disease.

Tdap requirement. Proof of one (1) Tdap vaccination after age 10.

Flu Vaccination requirement. Proof of current, annual influenza vaccination. This is not required during the summer months because the vaccination is not available.

Any Student participating in an educational rotation within an IHCHS Facility is eighteen years or older and has:
 (a) Submitted to and successfully passed a standard SAM 5 drug screen. Failure by a Student to pass a drug screen will preclude the Student from participating in any IHCHS educational rotation. The results of the drug screen may not be more than 30 days prior to the internship start date.
 (b) Passed a criminal background check and is not listed on the sex offender website (<http://www.udc.state.ut.us/asp-bin/sexoffendersearchform.asp>) or any successor website thereto. The results of the background check may not be more than 30 days prior to the internship start date.
 (c) Obtained appropriate immunizations (listed above as numbers 1-6)
 (d) Completed the training and didactic work necessary for the rotation and is a Student in good standing with the institution.

Department Obligation Information

3.1 Institution assumes general responsibility for the coordination of the Student.
 3.2 Institution will select only those Students for the Training Program who are academically and professionally eligible and qualified to complete the Training Program as mutually agreed upon by Institution and IHCHS.
 3.3 Institution will provide IHCHS information relevant to the educational experience for the Student, which shall include, but not be limited to the following:
 (a) Dates of field instruction.
 (b) Kinds of experiences desired or general objectives.
 (c) Informative data that pertains to assisting the Student in maximizing their learning experiences.
 3.5 Institution will designate a faculty member or designee to coordinate and act as the liaison between Institution and IHCHS for the Training Program.
 3.6 Institution assures that Students are capable to complete, independently, the tasks for which they are being trained without undue accommodation.
 3.7 Institution will provide feedback evaluation periodically as deemed appropriate to IHCHS staff directly involved in working with the Student.

[Select](#) [Close](#) [Print](#) [Export](#)

The programs covered by the agreement are shown here. If a program is not listed here then the coordinator will not be able to approve the application.

Student obligations, as required by the agreement, are listed here.

Department obligations, as required by the agreement, are listed here.

Student Obligation Status

Once a limited agreement has been selected and the application has been saved () or approved, the Student Obligations section will be on the left side of the student's internship application.

Student Obligation Status

Per BYU's agreement with your Internship Provider(s) **Intermountain Healthcare Health Services** you were emailed your informational requirements. You may also review your informational requirements below.

Informational Requirements

Tuberculosis screening requirement. One of the following is required:

[Read more...](#)

Requirement	Status
 Criminal Background Check	Not Submitted
 Tdap Dose	Not Submitted
 Influenza Vaccine	Not Submitted
 SAM 5 Drug Screen	Not Submitted
 MMR Immunization	Not Submitted
 TB Screening	Not Submitted
 Hepatitis B, 3-dose Series	Not Submitted
 Immune to Varicella (Chickenpox)	Not Submitted

To expand this section click the "Read more.." button.

Information regarding a particular document requirement will appear in a hover when you mouse over the information icon (). These documents need to be uploaded on the Student Obligation Documents Page

If there are any informational requirements that need to be communicated to the student or the department, those requirements will be visible in this section. These obligations will also be included in the automatic email sent to the student when the coordinator approves the application.

Until the coordinator approves the application the student has not been informed about any requirements. It is

the responsibility of the coordinator to be familiar with these obligations.

Student Obligation Documents

The student obligation documents page can be accessed from Student Obligation Documents section of the student's home page, clicking on the Student Obligation Status header once an application has been approved by the internship coordinator or by clicking on the Student Obligations link in the Application Approval Process and Status section of the student's application.

Student Obligation Documents

If you are completing an internship with an Internship Provider that has a limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving your application.

Once the internship coordinator has approved an application you will be informed of any student obligation requirements via email. At any time during the internship application process you have the capability of uploading a pdf of documents such as drug screens, background checks, immunizations, etc. to your internship application on the [Student Obligation Documents](#) page. Once you have uploaded to your application evidence of meeting the student obligations, the Internship Office will approve your application.

Application Approval Process and Status

Once you have submitted your internship application it will need to be approved by the following people in the chronological order listed below. When your department Internship Coordinator has approved your application you may have [Student Obligations](#) that you must upload before the Internship Office will approve your application.

- Internship Coordinator**
James R Burton | 2529 WSC | james_burton@sastg.byu.edu | (801) 422-2680
- Internship Office**
5435 HBLL | internship_office@byu.edu | (801) 422-3333

You will be able to add the class after the Internship Office has approved the application.

Status	Date & Time	Person
Saved	04/21/15 01:19 PM	Dagmar Samorn
Submitted	04/21/15 01:51 PM	Dagmar Samorn
Approved	04/21/15 02:52 PM	James R Burton

Student Obligation Status

Per BYU's agreement with your Internship Provider(s) **Intermountain Healthcare Health Services** you were emailed your informational requirements. You may also review your informational requirements below.

Informational Requirements

Tuberculosis screening requirement. One of the following is required:

[Read more...](#)

Requirement	Status
 Criminal Background Check	Not Submitted
 Tdap Dose	Not Submitted
 Influenza Vaccine	Not Submitted
 SAM 5 Drug Screen	Not Submitted
 MMR Immunization	Not Submitted
 TB Screening	Not Submitted
 Hepatitis B, 3-dose Series	Not Submitted
 Immune to Varicella (Chickenpox)	Not Submitted

Clicking any of these links will open the Student Obligation documents page.

Student Obligation Documents page

All documents required by the Internship Provider in the Internship master agreement (IMA) are uploaded, reviewed, and collected on the Student Obligation Documents page. Students, coordinators, second approvers, and the Academic Internship Office are all allowed to upload documents on this page.

BYU Internship Office Sally Marie Student [Sign out](#)

Home [Student](#) [Coordinator](#) [Internship Office](#) [Help](#)

Student Obligation Documents | Sally Marie Student | 999999999

You may upload documentation of student obligation requirements in the table below by selecting the required document type and upload the document using the upload icon. The uploaded documents must be in a PDF form. The Internship Office will then review your documentation and either approve or deny your submission. You will receive an email from the Internship Office once it has been approved. You may review the approval status of the internship requirements in the Status column below.

^ **Required Documents for Winter Semester 2015 with Utah Valley Regional Medical Center**
This Provider has Student and/or Department Obligations.

Info	Document Type	*Status	*Origination Date	Upload Date
📄	Criminal Background Check	Not Submit		
📄	Tdap Dose	Accepted	2006-10-27	02/13/2015 1:13:51PM
📄	Influenza Vaccine	Accepted	2014-11-18	02/13/2015 1:14:30PM
📄	SAM 5 Drug Screen	Accepted	2014-09-16	02/13/2015 1:11:25PM
📄	MMR Immunization	Pending	2015-04-01	04/22/2015 12:00:00AM
📄	TB Screening	Pending	2015-04-02	04/22/2015 12:00:00AM
📄	Hepatitis B, 3-dose Series	Accepted	1993-03-19	02/13/2015 1:12:44PM
📄	Immune to Varicella (Chickenpox)	Accepted	1995-08-21	02/13/2015 1:13:22PM

Questions & Answers

Enter comments to the student regarding their document requirements in text box. The comment will be saved and an email will be sent to the student when you click the Add Note button.

^ **Required Documents for Winter Semester 2015 with Utah Valley Regional Medical Center**

Documents on File

[Upload New Documents](#)

Info	Document Type	Origination Date	Upload Date
📄	Tdap Dose	10/27/2006	02/13/2015 1:13:51PM
📄	Influenza Vaccine	11/18/2014	02/13/2015 1:14:30PM
📄	SAM 5 Drug Screen	09/16/2014	02/13/2015 1:11:25PM
📄	MMR Immunization	06/23/1997	02/13/2015 1:12:10PM
📄	MMR Immunization	04/01/2015	04/22/2015 12:00:00AM
📄	TB Screening	04/01/2015	04/21/2015 3:40:00AM
📄	TB Screening	04/02/2015	04/22/2015 12:00:00AM
📄	Hepatitis B, 3-dose Series	03/19/1993	02/13/2015 1:12:44PM
📄	Immune to Varicella (Chickenpox)	08/21/1995	02/13/2015 1:13:22PM

[Return to Application](#)

[Save](#)

To upload one document (ie. immunizations) that fulfills multiple requirements, click the Upload New Documents button. A pop-up window will open.

For the Origination Date type in (MM/DD/YYYY) or select the date the immunization the required obligation occurred.

To completely delete an uploaded document click the delete icon (🗑).

Click the 'Return to Application' button to return to the home page of the student's application.

Information regarding a particular document requirement will appear in a hover when you mouse over the information icon (📄). These documents need to be uploaded on the Student Obligation Documents Page.

Click the save icon to save all changes to this page including uploaded and deleted documents, notes written in the Question and Answers section, or changes to the origination date for the documents.

The PDF icon (📄) will open a PDF of the uploaded student obligation document in a new window.

The Questions and Answers section of the page allows students, coordinators, and the Academic Internship Office to communicate regarding the required documents on this page. Notes written by students or internship coordinators in the Questions & Answers section will trigger an email to Academic Internship Office. Responses from the Academic Internship will be emailed directly to the student.

The Academic Internship Office will review and verify all the uploaded documents to certify that the documents fulfill the requirements outlined in the Internship master agreement. Issues or discrepancies in any of the uploaded documents will be communicated to the student through the Questions & Answers section.

IRAMS Instructions for Department Internship Coordinators Limited Internship Master Agreement (IMA) Approval

Review the informational requirements, document requirements, and the Department Coordinator Endorsement section. It is the responsibility of the coordinator to be familiar with these obligations.

Application Approval

Application Approval for | Rachel Walkenhorst | 123456789

Limited Agreement with Intermountain Healthcare Health Services

The Internship Agreement that you selected for this student's application includes the following obligations. Please review the Department Obligations and advise the student of their student obligations. The student will not be allowed to enroll in the internship class unless all student obligations have been satisfied.

3.1 Institution assumes general responsibility for the coordination of the Student.

3.2 Institution will select only those Students for the Training Program who are academically and professionally eligible and qualified to complete the Training Program as mutually agreed upon by Institution and IHCHS.

3.3 Institution will provide IHCHS information relevant to the educational experience for the Student, which shall include, but not be limited to the following:

- (a) Dates of field instruction.
- (b) Kinds of experiences desired or general objectives.
- (c) Informative data that pertains to assisting to maximize the Student learning experiences.

3.5 Institution will designate a faculty member or designee to coordinate and act as the liaison between Institution and IHCHS for the Training Program.

3.6 Institution assures that Students are capable to complete, independently, the tasks for which they are being trained without undue accommodation.

3.7 Institution will provide feedback evaluation periodically as deemed appropriate to IHCHS staff directly involved in working with the Student.

Varicella (Chickenpox) requirement. One of the following is required:

- (a) Proof of two (2) Varicella vaccinations.
- (b) Proof of immunity to Varicella through a blood test.
- (c) Healthcare Provider documentation of Varicella disease.

Tdap requirement. Proof of one (1) Tdap vaccination after age 10.

Flu Vaccination requirement. Proof of current, annual influenza vaccination. This is not required during the summer months because the vaccination is not available.

Any Student participating in an educational rotation within an IHCHS Facility is eighteen years or older and has:

- (a) Submitted to and successfully passed a standard SAM 5 drug screen. Failure by a Student to pass a drug screen will preclude the Student from participating in any IHCHS educational rotation. The results of the drug screen may not be more than 30 days prior to the internship start date.
- (b) Passed a criminal background check and is not listed on the sex offender website (<http://www.udc.state.ut.us/asp-bin/sexoffendersearchform.asp>) or any successor website thereto. The results of the background check may not be more than 30 days prior to the internship start date.
- (c) Obtained appropriate immunizations (listed above as numbers 1-6)
- (d) Completed the training and didactic work necessary for the rotation and is a Student in good standing with the institution.

Department Internship Coordinator Endorsement

I certify that:

- The internship experience fits within the course curriculum and meets the university criteria for receiving academic credit and that the Internship Provider Information is accurate.
- I have oriented the student, which includes providing a syllabus and ensuring that the student understands the learning objectives and assignments for this experience.
- I have made sure the Internship Residential Contact Information section is complete or have explained in the confidential comment box below the circumstances related to incomplete information.

Notes & Emails

Confidential Comments to Internship Office:

An automated e-mail is sent to Rachel Walkenhorst when a decision is made by the Department Coordinator. In the text box below you can enter additional text that will be inserted into the automated e-mail sent to Rachel Walkenhorst.

I certify that I have approved and verified all the above listed criteria.

Approve Cancel

The Confidential Comments section allows you to make comments about the application; these comments will only be viewed by coordinators and the Academic Internship Office.

The second text field allows the coordinator to type comments to be included in the system-generated e-mail sent to the students. The informational and document requirements will also be embedded in the system-generated e-mail sent to the student.

After the coordinator has approved the application, the screen will show the student's internship application home page.

The student will receive an email notifying him or her that the coordinator has endorsed the internship application. The email will also contain information regarding the student obligations required before the Academic Internship Office may approve the student's internship application.

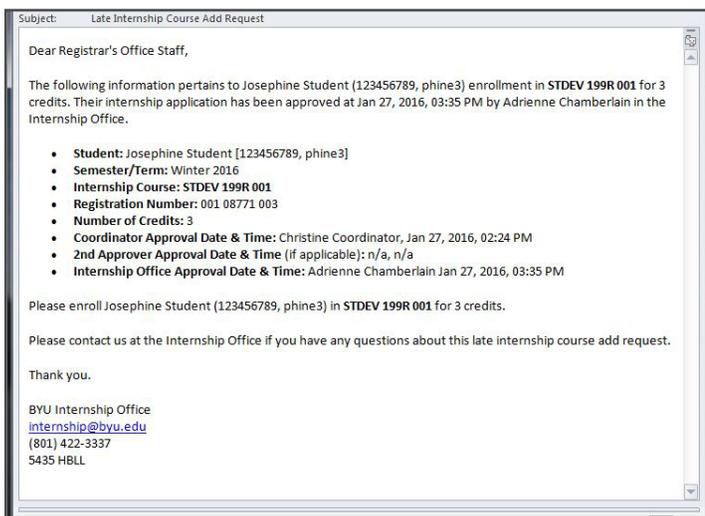
Adding an Internship Class



Once a student's internship application has been approved by the Academic Internship Office the student will receive a notification email of the approval.

After receiving the notification email, students are able to add the class by logging into MyMap, clicking on the Register tab, selecting the semester or term the student wants to register and then clicking on 'Add a Class'. Please contact the Records and Registration Office regarding any issues registering for the course after the internship application has been approved.

Adding a Class After the Add/Drop Deadline



Upon approval of a student's internship application by the department internship coordinator and the Academic Internship Office after the add/drop deadline and before the discontinuance deadline (see the [Academic Calendar](#)) students will be registered for their internship class by an automatic email sent to the Records and Registration Office. The IRAMS generated email will include the information provided from the student's internship application. Coordinators will need to be absolutely precise with the class number, section and the number of credits the student may enroll in because that will be the specific information the Registration Office will use to add the class to the student's schedule.

The email sent to the Registrar's Office Staff will contain the following information:

- Student Name (e.g., Marion Robert Morrison)
- BYU ID # (e.g., 000000000)
- Net ID (e.g., theduke)
- Semester/Term Enrolled (e.g., Fall, Winter, Spring, Spr/Sum, Summer)
- Year (e.g., 2016)
- Internship Course Information including: Teaching Area (e.g., BUSM, COMMS, HIST), Registration # (e.g., 399R, 199R), Section # (e.g., 001, 003)
- Registration Number (which is the curriculum number, title number and section number for the course e.g., 001 99999 002)
- Number of Credits (e.g., 0.5, 1, 3)
- Coordinator Approval Date and Time (e.g., Jan 23, 2016 10:08 AM)
- Internship Office Approval Date and Time (e.g., Jan 24, 2016 11:13 AM)

IRAMS Emails

IRAMS has a compilation of standard emails that are sent to students, coordinators, and the Academic Internship Office. Coordinators are able to view the text of these messages from the “View Student Emails” link. If there is ever a question as to what emails a student has received from IRAMS, coordinators are able to verify any emails sent from IRAMS.

Viewing Student Emails

1. Open the student’s internship application. If the student’s internship application is not in your queue, follow the instructions “Searching for a Student’s Internship Application” on page 27.
2. Click View Student Emails. The Student Emails page will open in a new tab.



Creating a Custom Coordinator Note

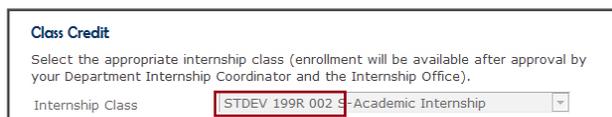
Coordinators have the ability every semester to set up three different custom coordinator notes. The notes will be inserted into the approval email that is automatically sent to the student after an application is endorsed by the internship coordinator.

The Setup | Custom Coordinator Notes is on a student’s internship application page. Each comment bubble with an ellipsis (⋮) signifies a separate note that can be written. Once the custom coordinator note is set up for the semester or term it can be used for the remainder of that semester or term.

1. Open a student’s application for the course, section, and semester or term for the custom coordinator note.



2. Verify the semester at the top of the page.



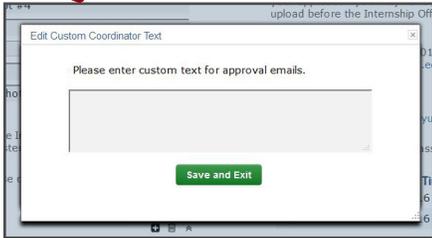
3. Verify course and section in the class credit section on the internship class line. The custom coordinator note will be created for the specific course and section on the student’s

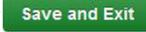
IRAMS Instructions for Department Internship Coordinators

application. Each course and section can have a different custom coordinator note..

Setup | Custom Coordinator Notes

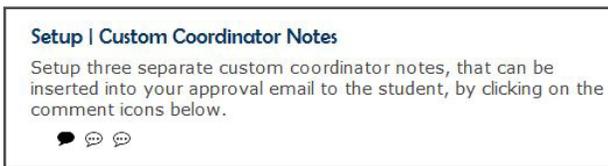
Setup three separate custom coordinator notes, that can be inserted into your approval email to the student, by clicking on the comment icons below.



4. On the right section of the application, click on one of the comment bubble with ellipsis icons (⋮). The 'Edit Custom Coordinator Text' window will pop up.
5. In the box, type the text that can be inserted into the student's email. The custom coordinator note entered here will be specific to the course, section, and semester. Since the notes are specific to a course, section and semester, the custom coordinator note will have to be set up every semester. Once the custom coordinator note is set up for the semester or term it can be used for the remainder of that semester or term.
6. Click Save and Exit (). The Edit Custom Coordinator Text pop-up window will close..

Setup | Custom Coordinator Notes

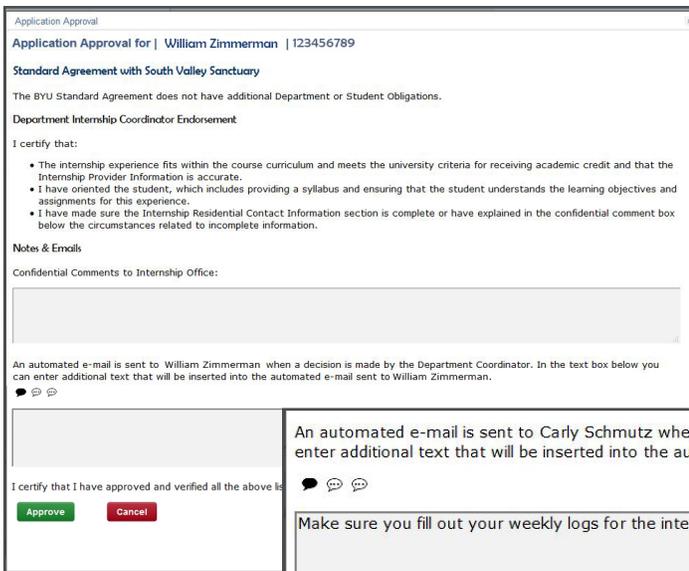
Setup three separate custom coordinator notes, that can be inserted into your approval email to the student, by clicking on the comment icons below.



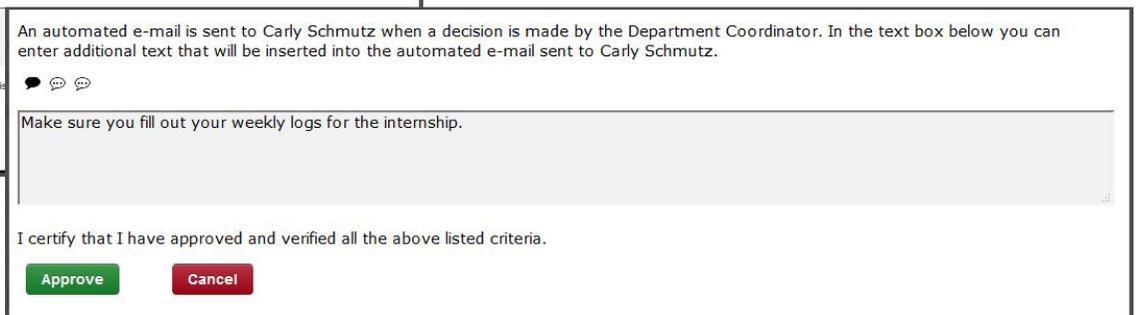
7. When a custom coordinator note has been saved the comment bubble will be black (⋮).

Inserting Custom Coordinator Notes

The custom coordinator notes are inserted into the approval email sent to the student from the 'Application Approval' pop-up screen. Custom coordinator notes can only be inserted after they have been set up. If the comment icon is black, a custom coordinator note has been set up.



1. On the 'Application Approval' pop-up window, click the black comment icon. The custom coordinator text will be inserted into the text box.
2. The text in the box can be edited with any changes specific to the student.
3. Click the Approve button. The text in the box will be inserted into the email that notifies the student of the coordinator's approval. If the application is not approved then any changes made to text are not sent or saved.



IRAMS Reports

Coordinators may now generate reports of all the information that has been collected in a student's internship application. At this time this functionality is limited to two different reports: Overview Report Search and Provider Counts. All the reports generated can be exported to an excel document to allow you to revise the spreadsheet according to your needs.

Overview Report Search

The Overview Report search can compile a vast array of information from students' approved internship applications that includes data about the Internship Provider, limited geographic region, and academic unit/program/department. The results of this report will include all of the following information: Student First Name, Student Last Name, BYU-ID, Department, Course Number, SEC, Curriculum, TCode, Credit Hours, Start Date, End Date, Internship Provider, City, State, Zip Code, Year-Term, IMA #.

Provider Counts

The Provider Counts is a simplified report showing the number of students that have interned at a specific company. The results of this report will include all of the following information: Count, Department, Internship Provider Name, and Year Term.

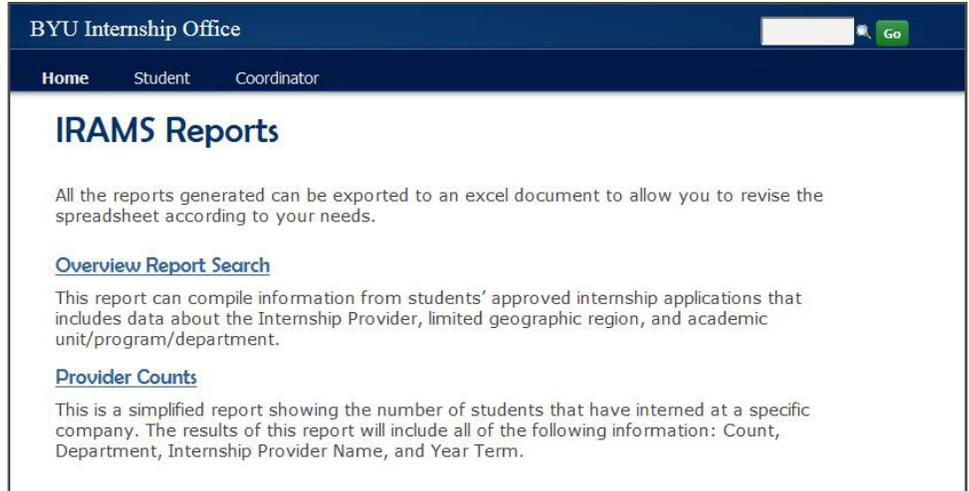
Generating an IRAMS Overview Report Search

Depending on the type of information that you are looking for the following is a list of the potential types of reports that you can generate using the Overview Report Search.

- **Internship Provider searches:** Use all or part of an internship provider name to obtain a list of students who had an approved internship application with an internship provider during a semester or term range.
- **Geographic searches:** Use a state, city, or zip code to obtain a list of internship providers within a specific geographic region that had an approved internship applications during a semester or term range.
- **Academic Unit/Program/Department searches:** Use a department, course number, or section number to obtain a list of students who had an approved internship application with a particular department, course, or section during a semester or term range.

IRAMS Instructions for Department Internship Coordinators

1. Select IRAMS Report from the IRAMS navigation bar. The IRAMS Report page will open.



2. Click the Overview Report Search. The Overview Report search will open. The Overview Report search can compile a vast array of information from

IRAMS_SEARCH_COURSE - Overview Report Search

Year Term Start:

Year Term End:

College:

Department:

Course Number:

Section:

City:

State:

Zip Code:

Internship Provider Name:

Student First Name Student Last Name BYU-ID Department Course Number SEC Curriculum TCode Credit Hours Start Date End Date Internship Provider City State Zip Code Year-Term IMA #

students' approved internship applications that includes data about the internship provider, limited geographic region, and academic unit/program/department. Using the percent (%) sign signifies that you can search all the possible options.

IRAMS_SEARCH_COURSE - Overview Report Search

Year Term Start:

Year Term End:

College:

Department:

Course Number:

Section:

City:

State:

Zip Code:

Internship Provider Name:

Student First Name Student Last Name BYU-ID Department Course Number SEC Curriculum TCode Credit Hours Start Date End Date Internship Provider City State Zip Code Year-Term IMA #

Search by: Year-Term begins with

Search Results

View 100 First 1-73 of 73 Last

Year-Term	Description
20181	Winter Semester 2018
20175	Fall Semester 2017
20174	Summer Term 2017
20173	Spring Term 2017
20171	Winter Semester 2017
20165	Fall Semester 2016
20164	Summer Term 2016
20163	Spring Term 2016
20161	Winter Semester 2016
20155	Fall Semester 2015
20154	Summer Term 2015
20153	Spring Term 2015
20151	Winter Semester 2015
20145	Fall Semester 2014
20144	Summer Term 2014
20143	Spring Term 2014
20141	Winter Semester 2014
20135	Fall Semester 2013
20134	Summer Term 2013
20133	Spring Term 2013
20131	Winter Semester 2013
20125	Fall Semester 2012
20124	Summer Term 2012
20123	Spring Term 2012
20121	Winter Semester 2012
20115	Fall Semester 2011
20114	Summer Term 2011
20113	Spring Term 2011
20111	Winter Semester 2011
20105	Fall Semester 2010
20104	Summer Term 2010
20103	Spring Term 2010

3. Select or type the Year-Term Start and Year-Term End. Every overview report search will have to have a date range of the year term start and year term end. To select the year-term, click the search icon (Q). A list of the year-term will open in a pop-up window. To type the year-term, type the year (IE 2016, 2015, etc) and the semester or term signifier: 1=Winter Semester, 3=Spring Term (includes Spring-Summer semester), 4=Summer Term, and 5=Fall Semester. The following is a table showing the year-term with the description.

Year-term	Description
20165	Fall Semester 2016
20164	Summer Term 2016
20163	Spring Term 2016
20161	Winter Semester 2016

IRAMS Instructions for Department Internship Coordinators

- Depending on the information that you are looking for in the report, select or type the criteria in the IRAMS SEARCH COURSE - Overview Report Search. Leave the criteria blank if you don't want to limit the search.

- College:** Click the search icon (🔍) to select the college. A list of the colleges will open in a pop-up window. Click on the name of the college to select it. The pop-up window will close and the selected college will be entered.

IRAMS_SEARCH_COURSE - Overview Report Search

Year Term Start: % 🔍
 Year Term End: % 🔍
 College: %
 Department: %
 Course Number: %
 Section: %
 City: %
 State: % 🔍
 Zip Code: %
 Internship Provider Name: %

View Results

Query

Search by: College begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-15 of 15 Last

College
Education, David O. McKay School of
Engineering and Technology, Ira A. Fulton College of
Family, Home, and Social Sciences, College of
Fine Arts and Communications, College of
Health and Human Performance, College of
Humanities, College of
International and Area Studies
Kennedy Center for International and Area Studies
Law School, J. Reuben Clark
Life Sciences, College of
Management, Marriott School of
Nursing, College of
Physical and Mathematical Sciences, College of
Religious Education
Student Life

Student First Name	Student Last Name	BYU-ID	College	Department	Course Number	SEC	Curriculum	TCode	Credit Hours	Start Date	End Date	Internship Provider	City	State
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IRAMS_SEARCH_COURSE - Overview Report Search

Year Term Start: 20173 🔍
 Year Term End: 20183 🔍
 College: Family, Home, and Social Sciences, College of 🔍
 Department: %
 Course Number: %
 Section: %
 City: %
 State: % 🔍
 Zip Code: %
 Internship Provider Name: %

View Results

Student First Name	Student Last Name	BYU-ID	College	Department	Course Number	SEC	Curriculum	TCode	Credit Hours	Start Date	End Date	Internship Provider	City	State
--------------------	-------------------	--------	---------	------------	---------------	-----	------------	-------	--------------	------------	----------	---------------------	------	-------

- Department:** Click the search icon (🔍), to select the department, A list of the departments will display in the Search Results section of the pop-up window. Type in the first letter of the department name and click Look Up to limit the results. A list of department names starting with that letter will be displayed in the Search Results section. To type the department-term, type the department abbreviation. IE ACC, BIOL, COMMS, etc.

IRAMS_SEARCH_COURSE - Overview Report Search

Year Term Start: 20173 🔍
 Year Term End: 20183 🔍
 College: %
 Department: %
 Course Number: %
 Section: %
 City: %
 State: % 🔍
 Zip Code: %
 Internship Provider Name: %

View Results

Query

Search by: Department Name Link begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-46 of 46 Last

Department Name	Link	Sort Name
A HTG	American Heritage	
A IND	American Indian Education	
A P R	Advertising, Public Relations	
ACC	Accounting	
ACCT	Accounting	
ACINT	Academic Internships	
AEROS	Aerospace Studies	
AFRIK	Afrikaans	
AG EC	Agricultural Economics	
AG ED	Agricultural Education	
AGHRT	Agronomy and Horticulture	
AGR T	Agriculture Technology	
AGRON	Agronomy	
AIR S	Air Science	
AIRSC	Air Science	
AKAN	Akan	
AKAD	Akkadian	
ALBAN	Albanian	
AM ST	American Studies	
AMIG	American Indian Languages	
AN AR	Anthropology - Archeology	
AN AR	Anthropology and Archeology	
AN HU	Animal Husbandry	
AN SC	Animal Science	
ANES	Ancient Near Eastern Studies	
ANTH	Anthropology	
ANTHR	Anthropology	
AP	Advanced Placement Credit	
ARAB	Arabic	
ARCH	Archaeology	
ARCHA	Archaeology	
ARCHT	Architecture	
ARMEN	Armenian	
ART	Art	
ARTH	Arts and Letters	

Student First Name	Student Last Name	BYU-ID	College	Department	Course Number	SEC	Curriculum	TCode	Credit Hours	Start Date	End Date	Internship Provider	City	State
--------------------	-------------------	--------	---------	------------	---------------	-----	------------	-------	--------------	------------	----------	---------------------	------	-------

IRAMS_SEARCH_COURSE - Overview Report Search

Year Term Start: 20173 🔍
 Year Term End: 20183 🔍
 College: %
 Department: AM ST 🔍
 Course Number: %
 Section: %
 City: %
 State: % 🔍
 Zip Code: %
 Internship Provider Name: %

View Results

Student First Name	Student Last Name	BYU-ID	College	Department	Course Number	SEC	Curriculum	TCode	Credit Hours	Start Date	End Date	Internship Provider	City	State
--------------------	-------------------	--------	---------	------------	---------------	-----	------------	-------	--------------	------------	----------	---------------------	------	-------

- Course Number:** Type in the course number. Make sure to include the "R" or you will not get any results. IE 199R, 399R, etc.
- Section:** Type in the three digit section number (IE 001, 002, etc.)
- City:** Type in the name of the city. The spelling is name and case specific so make sure you are exact when entering a city name. IE entering 'provo' gets no results while entering 'Provo' gets over 300 results.
- State:** To select the state, click the search icon (🔍). A list of the states will open in a pop-up window. To type the state, type the state abbreviation.
- Zip Code:** Type in the five digit zip code. This will only bring up that particular zip code so if a city has more than one zip code that information will not be in the results.
- Internship Provider Name:** Type the Internship Provider name. The % sign signifies that you can search all the possible options. Use keywords

IRAMS Instructions for Department Internship Coordinators

in a internship providers name with the percent (%) sign on both sides to generate more results (IE search "%Orange%" instead of "Orange Soda, LLC).

- Click the View Results button, once you have finished determining the criteria of the search. The results will appear in the bottom half of the window.

IRAMS_SEARCH_COURSE - Overview Report Search

Year Term Start:

Year Term End:

College:

Department:

Course Number:

Section:

City:

State:

Zip Code:

Internship Provider Name:

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (45 kb)

View All First 1-55 of 55 Last

	Student First Name	Student Last Name	BYU-ID	College	Department	Course Number	SEC	Curriculum	TCode	Credit Hours	Start Date	End Date	Internship Provider	City	State	Zip Code	Year-Term	IMA #
1	George	Lucas	00000000	Management, Marriott School of	BUS M	199R	002	00799	011	1.0	05/02/2017	08/18/2017	Adecco	Orem	UT	84097	20173	4303
2	Him Lok	Keys	00000000	Management, Marriott School of	BUS M	199R	002	00799	011	1.0	06/05/2017	08/11/2017	American Express	Salt Lake City	UT	84184	20173	10809
3	Aidan	Turner	00000000	Management, Marriott School of	BUS M	496R	002	06518	003	2.0	06/05/2017	08/25/2017	Amgen	Thousand Oaks	CA	91320	20173	11876
4	Candi	Chong	00000000	Management, Marriott School of	BUS M	199R	002	00799	011	3.0	05/15/2017	07/31/2017	Buckley & Associates, PS	Seattle	WA	98104	20173	12103
5	Chun Ho	Chan	00000000	Management, Marriott School of	BUS M	199R	002	00799	011	1.0	05/02/2017	08/31/2017	Caveon Test Security	Midvale	UT	84047	20173	10172
6	Guilherme	Wantaba	00000000	Management, Marriott School of	BUS M	199R	002	00799	011	1.0	05/01/2017	08/31/2017	Corporation of the President / Corporation of the Presiding Bishop	Salt Lake City	UT	84150	20173	10417

Zip Code:

Internship Provider Name:

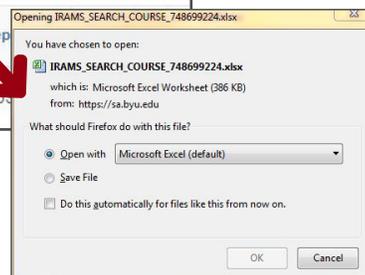
View Results

Download results in : **Excel SpreadSheet** [CSV Text File](#) [XML File](#) (45 kb)

View All

	Student First Name	Student Last Name	BYU-ID	College	Dep
1	George	Lucas	00000000	Management, Marriott School of	BUS

- Under the View Results button are three different links to download the results: Excel Spreadsheet, CSV Text File, or XML file. Click the Excel SpreadSheet to download the results. A window will pop up.

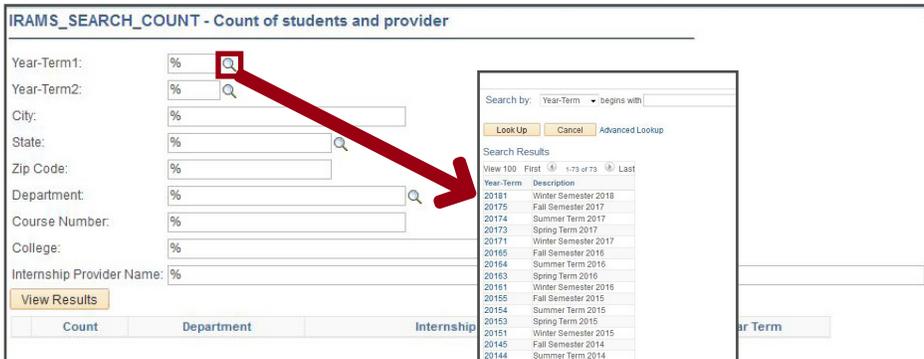
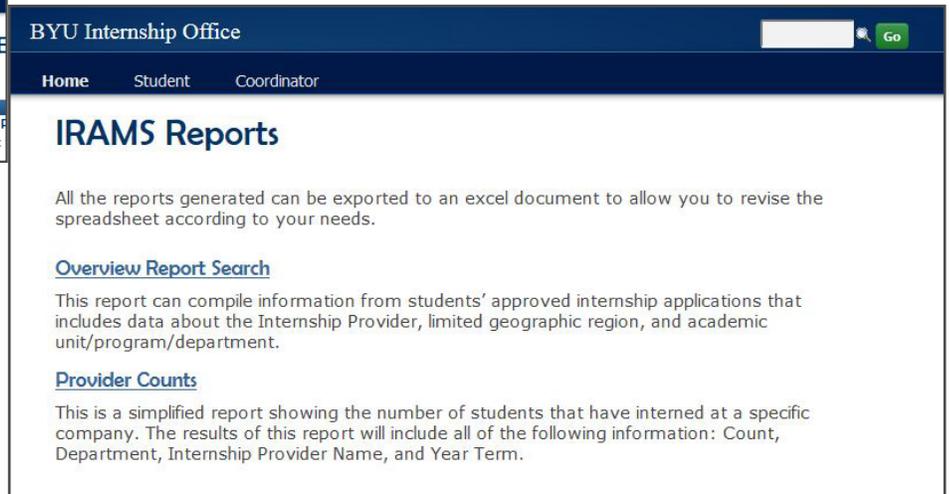


- Select open or save the file. Click OK. The file will download to your computer. You will be able to revise the downloaded information in Excel according to your needs.

Generating an IRAMS Provider Count Search

Depending on the type of information that you are looking for the following is a list of the potential types of reports that you can generate using the Overview Report Search.

1. Select IRAMS Report from the IRAMS navigation bar. The IRAMS Report page will open..



2. Click the Provider Counts. The Count of students and provider search will open.

3. Select or type the Year-Term Start and Year-Term End. Every overview report search will have to have a date range of the year term start and year term end. To select the year-term, click the search icon (🔍). A list of the year-term will open in a pop-up window. To type the year-term, type the year (IE 2016, 2015, etc) and the semester or term signifier: 1=Winter Semester, 3=Spring Term (includes Spring-Summer semester), 4=Summer Term, and 5=Fall Semester. The following is a table showing the year-term with the description.

Year-term	Description
20165	Fall Semester 2016
20164	Summer Term 2016
20163	Spring Term 2016
20161	Winter Semester 2016

IRAMS Instructions for Department Internship Coordinators

4. Depending on the information that you are looking for in the report, select or type the criteria in the IRAMS SEARCH COUNT - Count of students and provider. Leave the criteria blank if you don't want to limit the search

- **City:** Type in the name of the city. The spelling is name and case specific so make sure you are exact when entering a city name. IE entering 'provo' gets no results while entering 'Provo' gets over 300 results.
- **State:** To select the state, click the search icon (🔍). A list of the states will open in a pop-up window. To type the state, type the state abbreviation.
- **Zip Code:** Type in the five digit zip code. This will only bring up that particular zip code so if a city has more than one zip code that information will not be in the results..

IRAMS_SEARCH_COUNT - Count of students and provider

Year-Term1: % 🔍
 Year-Term2: % 🔍
 City: %
 State: %
 Zip Code: %
 Department: %
 Course Number: %
 Internship Provider Name: %

Query

Search by: Department Name Link begins with k

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-46 of 46 Last

Department Name Link	Sort Name
A HTG	American Heritage
A IND	American Indian Education
A P R	Advantage Public Relations
ACC	Accounting
ACCT	Accounting
ACINT	Academic Internships
AEROS	Aerospace Studies
AFRIK	Afrikaans
AG EC	Agricultural Economics
AG ED	Agricultural Education
AGHRT	Agronomy and Horticulture
AGR T	Agriculture Technology
AGRON	Agronomy
AIR S	Air Science
AIRSC	Air Science
AKAN	Akan
AKKAD	Akkadian
ALBAN	Albanian
AM ST	American Studies
AMILG	American Indian Languages
AN AR	Anthropology - Archeology
AN AR	Anthropology and Archaeology
AN HU	Animal Husbandry
AN SC	Animal Science

• **Department:** Click the search icon (🔍), to select the department, A list of the departments will display in the Search Results section of the pop-up window. Type in the first letter of the department name and click Look Up to limit the results. A list of department names starting with that letter will be displayed in the Search Results section. To type the department-term, type the department abbreviation. IE ACC, BIOL, COMMS, etc.

IRAMS_SEARCH_COUNT - Count of students and provider

Year-Term1: % 🔍
 Year-Term2: % 🔍
 City: %
 State: % 🔍
 Zip Code: %
 Department: ACC 🔍
 Course Number: %
 Internship Provider Name: %

View Results

Count	Department	Internship Provider Name	Yes
-------	------------	--------------------------	-----

- **Course Number:** Type in the course number. Make sure to include the "R" or you will not get any results. IE 199R, 399R, etc.
- **Internship Provider Name:** Type the Internship Provider name. The % sign signifies that you can search all the possible options. Use keywords in a internship providers name with the percent (%) sign on both sides to generate more results (IE search "%Orange%" instead of "Orange Soda, LLC).

IRAMS Instructions for Department Internship Coordinators

- Click the View Results button, once you have finished determining the criteria of the search. The results will appear in the bottom half of the window.

IRAMS_SEARCH_COUNT - Count of students and provider

Year-Term1:

Year-Term2:

City:

State:

Zip Code:

Department:

Course Number:

College:

Internship Provider Name:

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (949 kb)

View All First 1-100 of 2794

	Count	Department	Internship Provider Name	Year Term
1	4	IS	Domo Inc.	20161
2	1	IS	Domo Inc.	20163
3	1	IS	Domo Inc.	20171
4	1	IS	Honeywell	20164
5	1	IS	Qualtrics	20161
6	1	IS	Qualtrics	20163
7	2	IS	Xerva LLC	20165
8	1	IS	Xerva LLC	20171

- Under the View Results button are three different links to download the results: Excel Spreadsheet, CSV Text File, or XML file. Click the Excel Spreadsheet to download the results. A window will pop up.

College:

Internship Provider Name:

View Results

Download results in : **Excel Spreadsheet** [CSV Text File](#) [XML File](#) (949 kb)

View All

	Count	Department	Internship Provider Name	Year Term
1	4	IS	Domo Inc.	20161
2	1	IS	Domo Inc.	20163
3	1	IS	Domo Inc.	20171
4	1	IS	Honeywell	20164
5	1	IS	Qualtrics	20161

Opening IRAMS_SEARCH_COURSE_748699224.xlsx

You have chosen to open:

 **IRAMS_SEARCH_COURSE_748699224.xlsx**
which is: Microsoft Excel Worksheet (386 KB)
from: https://sa.byu.edu

What should Firefox do with this file?

Open with **Microsoft Excel (default)**

Save File

Do this automatically for files like this from now on.

- Select open or save the file. Click OK. The file will download to your computer. You will be able to revise the downloaded information in Excel according to your needs.

Helpful URLs

Listed below are a couple of helpful Quick URLs that coordinators may use in any Quick URL text box. When setting up bookmarks in browser windows or links on your website or in collateral material, please use the URLs provided here.

Quick links	Page Name	URLs
INTERN01	Internship Application Home	link.byu.edu/intern01
INTERN02	Internship Application Queue	link.byu.edu/intern02
INTERN07	IMA Database Search	link.byu.edu/intern07
INTERN08	Internship Application Search	link.byu.edu/intern08
INTERNI3	Student Obligations Documents	link.byu.edu/internI3

INTERN01: This will open the Internship Application Home page for students. Coordinators should give this link to students to have them access the student applications.

INTERN02: This will open the Internship Application Queue for the coordinator, 2nd Approver, or viewer. Students are unable to access this page.

INTERN07: This will open up the Internship Master Agreement Database Search used by students and anyone who does not have a BYU ID. Only information available to the public will be seen on this IMA Database Search page.

INTERN08: This will open up the Student Internship Application Search for coordinators. Coordinators should use this quick link when they are searching for a student’s application that is not currently showing in the coordinators queue. Coordinators will be able to search using the students BYU ID (e.g., 000000000), NetID (e.g., joestud63), or name (e.g., Student,Joe).

INTERNI3: This will open the Student Obligations Documents page for students. Coordinators should give this link to students when students are interning with an internship provider that has signed a limited agreement with BYU. Coordinators and students are able to upload any required documents and keep track of their progress on this page.

Listed below are a couple of helpful URLs of information that is available on the Academic Internship Office website. When setting up bookmarks in browser windows or links on your website or in collateral material, please use the URLs provided here. If you link directly to the document (IE copying the URL from the browser address bar) it will not be updated automatically with the most recent version of the document. The link should look similar to this: <https://intern.byu.edu/content/irams-instructions>.

Page or Document	URL https://intern.byu.edu/...
Standard Internship Master Agreement:	/content/internship-master-agreement
Department Internship Coordinator Contact List	/content/department-internship-coordinators
IRAMS Instructions	/content/irams-instructions

IRAMS Instructions for Department Internship Coordinators
Standard Internship Master Agreement: The university's legal council has designed the Internship Master Agreement to protect the University, student, and Internship Provider against any malpractice incidents or other issues that may endanger any party involved or lead to law suits. Send Internship Master Agreements to the Academic Internship Office either through campus mail (5430 HBLL), fax (801-422-0172), or email (internship@byu.edu) as soon as you receive them. An Internship Master Agreement must be on file for every organization where a student is interning for credit.

Department Internship Coordinator List: The online version of the Department Internship Coordinator List will always be the most current. Students, internship providers, and department internship coordinators can use this list to find the contact information (email, office location, phone number) for the department internship coordinators campus-wide.

IRAMS Instructions: All domestic internships courses require that an internship application is approved by the department and the Academic Internship Office before a student is permitted to add the internship course. In order to register for an internship class, each student is required to fill out an IRAMS internship application to give the university more information about the internship experience and to provide contact information for the university to reach students in case of emergency. Once the IRAMS application is completed and has been approved both by the department internship coordinator and the University Academic Internship Office, the flag on the internship course is added, enabling the student to enroll for the course through AIM and MyMap. This page contains links for the online Step-by-Step IRAMS Instructions for Coordinators, the Step-by-Step IRAMS Instructions for Students, a Power Point IRAMS Instructions for Students with a Standard Internship Master Agreement (IMA), and a Power Point IRAMS Instructions for Students with a Limited Internship Master Agreement (IMA).

Keywords and Terms

The following are some key words and terms that are used throughout this document.

IMA = Internship Master Agreement

IRAMS = Internship Registration and Management System

Standard Agreement = BYU's basic internship master agreement that covers all students from all departments.

Limited Agreement = The Internship Provider signed an agreement with BYU that has various limitations, which may include specifications for students from specific departments, documentation that the Academic Internship Office will keep with the application, and other requirements.

Student Obligations = Any documentation or information required by the internship provider's agreement with BYU that must be met prior to the student beginning their internship or enrolling in the internship course. Students will be apprised of these unique obligations when they meet with the coordinator to review the student's IRAMS application and/or through an email sent to the student once the coordinator has approved the application.

IRAMS Frequently Asked Questions

What does IRAMS stand for?

IRAMS stands for Internship Registration and Management System.

Why are students required to fill out an IRAMS application?

In order to register for an internship class, each student is required to fill out an IRAMS application to give the university more information about the internship experience and to provide contact information for the university to reach students in case of emergency. Once the IRAMS application is completed and has been approved both by the department internship coordinator and the University Academic Internship Office, the flag on the internship course is added, enabling the student to enroll for the course through AIM and MyMap.

How should a coordinator or department schedule an internship course?

Please work with your department schedulers when submitting internship courses to be scheduled to make sure all internship courses are set up with “O” registration method and with the Internship Application header added to the internship course. If the class has an “S” registration method, the students will not be able to register online once they have completed the IRAMS process. If you have further questions, Linda Westover in Academic Scheduling (linda_westover@byu.edu, 801-422-6556) will add the internship application header to the class. Brooke Smith in Academic Scheduling (brooke_smith@byu.edu, 801-422-4245) will schedule the class and assure the new internship class has an ‘M’ Internship Course Type.

How can I tell the difference between Spring term, Spring-Summer semester and Summer term applications?

To begin an internship application, the student will click on the down arrow in the field next to the “Add New Application” button. The following year/term options will appear in the pull-down menu:

- Spring term classes will be available when selecting ‘Spring 2017’.
- Spring-Summer semester classes will be available when selecting ‘Spr/Sum 2017’.
- Summer term classes will be available when selecting ‘Summer 2017’.

The student will be able to view the year/term option (Spring 2017, Spr/Sum 2017 or Summer 2017) they selected at the top of their internship application next to their name.

What should a coordinator do if a student wants to add a second Internship Provider to an approved internship application?

If you have approved an internship application and the student needs to add an additional internship provider, the internship coordinator will need to add the additional provider. The coordinator will open the student's internship application and click on the '+' button in the Internship Provider Information section. After the fields for the second internship provider have been completed and the Internship Master Agreement has been linked to the new internship provider, the coordinator will click the "save" button at the bottom of the application.

What should a coordinator do if a student says the internship course is not available to select in the Class Credit section of the internship application?

If a student is not able to select the desired internship course from the Class Credit pull-down menu, please confirm that the student has selected the correct year/term to begin their internship application. Only classes offered during the specific year/term of the internship application will appear in the class credit pull-down menu. If verification has been made that the internship application is for the correct year/term and the class is not available to select, please contact the Academic Internship Office (801-422-3337, internship@byu.edu) to verify that the class is in the Internship Registration & Management System.

What should a coordinator do if they know a student has submitted an application but the application isn't showing up in the coordinator's queue?

It's likely that the class credit section of the student's application didn't save. Or, after submitting the internship application and receiving the IRAMS automated email, the student realized he/she did not select the correct internship class so he/she opened the internship application and selected another internship class and section and clicked the "submit" button, which routed the application to another internship coordinator. You can check this by searching for the student's application by going to the Quick URL search box and entering Intern01 (the student application screen) and typing in the student's NetID or student ID number in the Last Name/Identifier field or by typing in their first and last name at the top of the screen. You may also search for the student's internship application from the coordinator queue in the Advanced Internship Application search located at the top right corner of the screen. You search by entering the student's NetID or BYU ID. You can also direct the student to reopen his/her application. If a class isn't listed in the Class Credit section, select the correct course and click the "submit" button.

Can any revisions be made to a student's internship application after it has been approved?

Yes, coordinators may revise the information in a student's internship application until the Academic Internship Office has approved the application. At that point the internship class information cannot be changed unless the Academic Internship Office reverts the application.

Why did I receive an email notification with an agreement for an internship provider I am not aware of?

In the new system when the Academic Internship Office uploads a new Internship Master Agreement initiated by a specific program or department, all of the internship coordinators for the program or department will receive the email with the newly signed Internship Master Agreement.

What should a coordinator do if a student selects the wrong course number or section number on his/her application and the coordinator has already approved the application?

The Academic Internship Office's approval of a student's application places a flag on the specific internship class the student selected on the IRAMS application. If a student selects the wrong class and section and the coordinator has already approved the application, the coordinator may open the student's internship application and click the "revert" button at the bottom of the internship application. This will permit the student to revise the internship application, select the correct internship course number and section, and hit the "submit" button. The department internship coordinator and the Academic Internship Office will need to approve the internship application before the student may add the internship course to his/her schedule. This procedure may be followed if the Academic Internship Office has not approved the internship application yet.

If the Academic Internship Office has approved the internship application, the internship coordinator should contact the Academic Internship Office and ask if they would 'revert' the internship application.

Remove and
Insert Teal
Card stock here

Student Internship Application

I R A M S

Instructions



Brigham Young University
Academic Internship Office

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Student IRAMS Instructions

Accessing the Internship Application Home Page

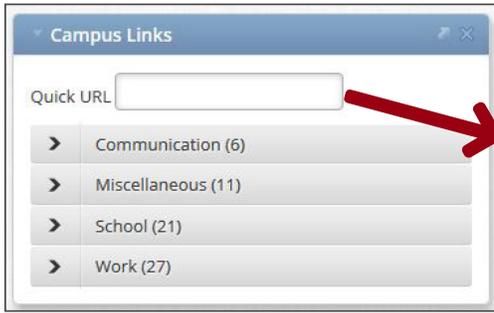
Students may access the home page of the IRAMS internship application through variety of methods listed below.

- Open the intern.byu.edu homepage and click on the students in the navigation bar or scroll down and click on the students tile. The student's page will open. Click on the Internship Application icon at the top of the page.
- Open the intern.byu.edu homepage, scroll down, and click on the Apply button underneath "Want to Enroll?".

The screenshot displays the BYU Academic Internship Office website. At the top, there is a navigation bar with tabs for 'STUDENTS', 'PROVIDERS', and 'COORDINATORS'. A red box highlights the 'STUDENTS' tab, with a red arrow pointing to the 'Students' tile in the main content area. Below the navigation bar, there is a large banner for the 'Internship Process' with a 'LEARN MORE' button. To the right of the banner, there are several service tiles: 'Internship Application' (with a briefcase icon), 'Application Instructions', 'Contact a Coordinator', 'IMA Database', and 'IHC Student Checklist'. Below these tiles, there are three columns of content: 'Students' (with a photo of a student), 'Providers' (with a photo of a provider), and 'Department Internship Coordinators List'. Further down, there is a 'Want to Enroll?' section with a blue 'APPLY' button. Below the 'APPLY' button, there are links for 'Step by step Instructions', 'Application Status', and 'Deadlines'. At the bottom, there is a 'Department Coordinator List' section with a dropdown menu.

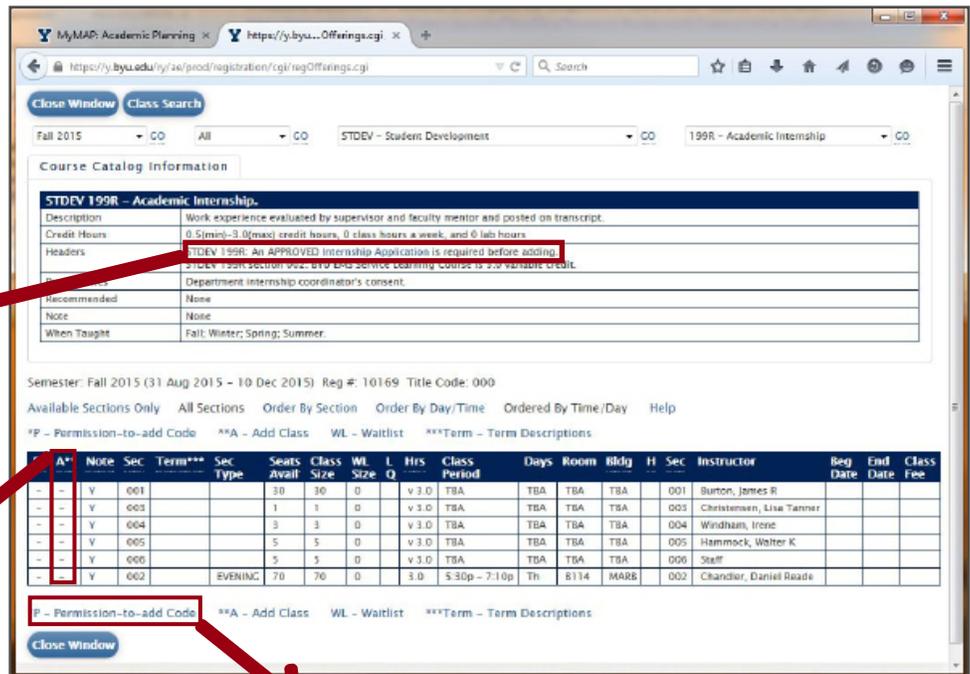
IRAMS Instructions for Students

- Log in to myBYU and type "Intern01" in the Quick URL box on any page on the BYU website.



Type INTERN01 in the quick URL box from the MyBYU page.

- Open MyMap and the AIM registration system; a link to the internship application should be in the header for the course.



Students may access the Internship Application by clicking on the hyperlink in the header.

A Permission-to-Add-Code is not needed when a student has an approved Internship Application.

Until a student has an approved Internship Application they will not be able to add the course.

Student's Internship Application Home Page

For more detail regarding a particular internship's status or application, open the application by clicking on the link for the appropriate semester/term.

If a student would like to receive academic credit for their internship they must enroll in an internship course. Before a student is allowed to enroll in an internship course they must have an approved internship application. Once the application has been submitted, it will need to be approved by your internship coordinator and the Academic Internship Office. After the application has been approved, the student will receive an email informing you to add the course.

The screenshot shows the 'BYU Internship Office' website. At the top right is a 'Sign out' button. The main heading is 'INTERNSHIP APPLICATION HOME PAGE'. Below this is a 'Personal Information' section with a student's photo and details: Name: Morrison, Marion Robert; NetID: theduke; Major: Theater and Film; Citizenship: United States; DOB: 26 May 1907; BYU ID: 00000000; Email: john_wayne@byu.edu; and a link to 'View Student's Academic Record'. A note states: 'If your personal information shown here has changed, please update it on MyBYU.' Below this is an 'Applications' table with two rows of data. A callout box points to the 'Personal Information' section with the text: 'A quick review of the status of an application is shown here.' Another callout box points to the 'Add New Application' button with the text: 'Students should select the year and term they wish to complete their internship. Press the Add New Application button to proceed.' A third callout box points to the 'Student Obligation Documents' section with the text: 'If a student has interned in the past with an internship provider who has requested student obligations and the student has submitted these documents, they are accessible on the Student Obligation Documents page. For more information see the "Students Interning with a Limited Internship Master Agreement" section.'

Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator	Status
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret Frances Shible maggie_shible@sastg.byu.edu (801) 422-2670 106 SFH	Submitted
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R Burton james_burton@sastg.byu.edu (801) 422-2680 2529 WSC	Submitted

If a student has interned in the past with an internship provider who has requested student obligations and the student has submitted these documents, they are accessible on the Student Obligation Documents page. For more information see the "Students Interning with a Limited Internship Master Agreement" section.

Students will be notified if they are interning with an internship provider that has a limited Internship Master Agreement after the internship coordinator has approved their application.

Personal Information section

The student's Name, NetID, Major, Citizenship, Date of Birth (DOB), BYU ID, Email, and a link to the Academic Record is shown here. If the personal information displayed in this section of the application has changed, please update the information on MyBYU.

Relevant Information

[Student Requirements](#)
[International Internships](#)
[International Student Requirements](#)
[Full-time Internship Scholarship Credit Load](#)
[Internship Policy](#)

Relevant Information section

The relevant information section displays information regarding general student requirements, international internships, international student requirements, full-time internship scholarship credit load, and the general internship policy. Click on the links in this section to expand.

Applications					
Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator		Status
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret Frances Shibla maggie_shibla@sastg.byu.edu	{801} 422-2670 106 SFH	Submitted
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R Burton james_burton@sastg.byu.edu	{801} 422-2680 2529 WSC	Submitted

Applications section

The applications section displays an overview of a student's internship applications. Each one of the columns headers is explained below:

- **Semester/Term:** For more detail regarding a particular internship's status or application, open the application by clicking on the link for the appropriate semester/term.
- **Internship Provider:** The internship provider (as stipulated by the student in the internship application) will display in this column.
- **Class:** The class selected on the internship application, including the department, course number, section number, semester/term type, and title/description. A separate internship application is required for each class.
- **Department Internship Coordinator:** The contact information for the internship coordinator for that specific class. If there are problems with an application, please contact the internship coordinator before contacting the Academic Internship Office.
- **Status:** A quick review of the status of an application is shown here. View the Application Process and Status section of the internship application for more detail regarding the status of the internship application.

Student Obligation Documents

If you are completing an internship with an Internship Provider that has a limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving your application. Once the internship coordinator has approved an application you will be informed of any student obligation requirements via email. At any time during the internship application process you have the capability of uploading a pdf of documents such as drug screens, background checks, immunizations, etc. to your internship application on the [Student Obligation Documents](#) page. Once you have uploaded to your application evidence of meeting the student obligations, the Internship Office will approve your application.

Student Obligation Documents section

If a student is completing an internship with an Internship Provider that has a limited Internship Master Agreement, students must complete and submit to the Academic Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Academic Internship Office approving the student's application.

Once an internship coordinator has approved an application, students are informed of any student obligation requirements via email. At any time during the internship application process students and coordinators have the capability of uploading a PDF of documents such as drug screens, background checks, immunizations, etc. to the student's internship application on the Student Obligation Documents page.

For further information regarding student obligations and limited agreements, please refer to the "Interning with Student Obligations" on page 12.

Creating a New Internship Application

For every semester or term that a student wishes to receive internship credit an internship application must be completed.

A screenshot of a web interface showing a list of semesters: Spring Term 2015, Spr/Sum 2015, Summer Term 2015, Fall Semester 2015, and Winter Semester 2016. To the right of this list is a green button labeled 'Add New Application'. A red box highlights the button, and a red arrow points from it towards the main application form.

1. Open the Internship Application Home Page (see “Accessing the Internship Application Home Page” on page 1 of this document).
2. Click the black down arrow in the gray field in front of the green Add New Application button. A list of the available semesters or term will be in a drop-down menu. Select the semester/term for the internship.

A screenshot of the 'STUDENT AGREEMENT' page. The title is 'STUDENT AGREEMENT | Joe Student | 00000000'. Below the title, it says 'The student hereby agrees to the following:' followed by a list of 16 numbered terms. At the bottom left, there are two buttons: 'I Agree' (green) and 'I Do Not Agree' (red).

3. Click the Add New Application button. The Student Agreement will pop up.

A screenshot of the 'INTERNSHIP APPLICATION' form. The title is 'Joe Student | Fall Semester 2015 | INTERNSHIP APPLICATION'. The form is divided into several sections:

- Internship Residential Contact Information:** Fields for Address, City, State, Zip Code, Phone, and Email.
- Internship Provider Information:** A section for providing details about the internship provider, including fields for Internship Provider, Address, City, State, Zip Code, Contact Name, Email, Phone, and Extension. It also includes Start/End Dates and Total Approximate Hours.
- Employment:** Fields for Type and Status.
- Monetary Compensation:** Radio buttons for None, Hourly, Commission, Salary, and Stipend, each with a corresponding dollar amount field.
- Please describe the internship opportunity:** A large text area for a description.
- Class Credit:** A section for selecting an appropriate internship class, including a dropdown for 'Internship Class' and a field for 'BYU Faculty Mentor'.
- Final Question:** 'Are you enrolling in another BYU course for this same internship?' with Yes/No radio buttons.
- Buttons:** 'Submit Application' (green), and icons for Save, Print, and Refresh.

4. Click the I Accept button on the Student Agreement pop-up window. A blank internship application for the particular semester or term will open in the window.

5. Save changes to the internship application by clicking the save icon (floppy disk icon).

Duplicating or Repeating a Previous Internship

If students are repeating a previous internship across semesters they can use the Copy Info from Previous Internship functionality when they select the semester/term for the new internship application.

Spring Term 2015
 Spr/Sum 2015
 Summer Term 2015
 Fall Semester 2015
 Winter Semester 2016
 Copy Info From Previous Internship
 Pride Rock, Inc.
 Thimble Theater

1. Open the Internship Application Home Page.
2. Click the black down arrow. A list of the available semesters or term will be in a drop-down menu. Select the semester/term for the internship.
3. In the Copy Info From Previous Internship section of the drop-down menu, select the name of the internship provider where the student will be repeating the internship. Multiple internship providers may be selected if the student is repeating more than one internship opportunity during a particular semester or term.
4. Click the Add New Application button. The Student Agreement will pop-up.

Message
 Your application has been duplicated from a previous semester/term. Please update the information as necessary. In addition, the following fields were not duplicated, and you will need to update them before you may submit this application:
 -Internship Residential Contact Information
 -Internship Start and End Dates
 -Internship Total Approximate Hours
 -Employment Type & Status
 -Monetary Compensation
 -Internship Class
 OK

Address: _____
 City: _____
 State: _____ Zip Code: _____
 Legal Contact
 Contact Name: Somebody
 Email: _____
 Phone: _____ Extension: _____
 Start/End Date: 06/29/2015 - 12/29/2015
 Total approximate hours: _____
 Employment Type: _____ Status: _____
 Monetary compensation: None Hourly \$: 0.00
 Commission \$: 0.00
 Salary \$: 0.00
 Stipend \$: 0.00
 Please describe the internship opportunity: _____
 Class Credit
 Select the appropriate internship class (enrollment will be available after approval by your Department Internship Coordinator and the Internship Office).
 Internship Class: _____
 Credit Hours: _____

Message
 Your application could not be submitted. The following fields must be filled in before your application can be submitted:
 -Address Line 1
 -City
 -State
 -Zip Code
 -Email
 -Phone
 -Total Approximate Hours
 -Opportunity Description
 -Employment Type
 -Employment Status
 -Internship Class
 Please describe your internship opportunity with a minimum of 10 words (30 characters). (0/1)
 OK

5. Click the I Accept button on the Student Agreement pop-up window. The internship application page for the particular semester or term will open in the window with a duplication pop-up message.

6. Click OK on the duplication pop-up message. Please note that the Internship Residential Contact Information, Start/End Dates, Total Approximate Hours, Employment Type & Status, Monetary Compensation, and Internship Class fields will not be

duplicated from a previous semester and will need to be updated before a student will be able to submit the application.

Explaining the Student's Internship Application

After clicking the Add New Application button on the Internship Application Home Page and accepting the Student Agreement pop-up, students will be taken to the internship application. Students must fill out the entire application before they are allowed to submit the application. If there is information that the student does not have upon initially filling out this form, they may save changes and then return to the application later. A student cannot submit an application until all of the information is provided. Once students have the adequate information to finish completing the application, they may return to their application to update it by clicking on the Semester/Term link on the Internship Application Home Page. Until a coordinator approves the application, students may change the information in the application excluding the class information. After an application has been submitted students cannot change class information in the application.

Internship Residential Contact Information section

Students should fill out their residential contact information for the duration of the internship. This information will not be shared with anyone or used for any purpose except in the case of an emergency. This will not change students' personal information in myBYU; that is a separate process.

Internship Provider Information section

This section requires students to enter various pieces of information regarding the internship opportunity. All of the information must be entered before a student is allowed to submit an application.

Click the add icon (+) to add multiple internship providers to an application.

The add icon (+) allows students to enter the information for multiple internship providers if students will be interning with multiple providers during the same semester or term.

The delete icon (X) at the top of the internship provider information will delete all the internship provider information in that section.

Internship Provider: Name of the company or organization that is providing the internship opportunity.

Address/City/State/Zip Code: The address information of the facility where the student will be participating in the internship opportunity.

Start/End Dates: Select from the calendar or type (MM/DD/YYYY) the start and end dates of the internship. However, the hours worked prior to the student's official internship course enrollment will not be counted towards their required work hours per credit enrolled. Students must fill out a separate application for multiple semesters or terms if the internship extends beyond the final day of the semester or term for which they are filling out the application.

The earliest start date allowed by the system will be the day after the previous semester's discontinuance deadline.

Total Approximate Hours: The approximate number of hours that will be completed in the internship during the semester/term of the internship application.

Contact Name/Email/Phone: List the main person to communicate with regarding the internship. Please provide accurate information in this section.

Employment: The employment questions provide detail regarding the employment type, status, and monetary compensation for the internship.

Type: A student is either an employee or a volunteer for the internship provider.

Employee: An employer-employee relationship exists between the student and the internship provider when the intern receives some form of monetary compensation.

Volunteer: The student is working in an unpaid capacity for the internship provider although some type of stipend may also be provided by the internship provider.

- **Status:** A student is either working part-time or full-time at an internship opportunity.

Part-time: Anything less than 30 hours a week.

Full-time: Anything more than 30+ hours a week.

- **Monetary Compensation:** Select the types of monetary compensation that apply including the accompanying amounts.

Internship Description: Students are required to provide at least a ten-word description of their internship for their internship coordinator. Expand this section by clicking and dragging the bottom right corner of the text box. This field has no character limit.

Class Credit section

Students will need to select their internship class from the drop-down menu (by clicking the arrow and selecting a course). The selected class will be posted in the Internship Class field.

Save changes to the student's internship application by clicking the save icon (💾).
The home icon (🏠) at the bottom of the application will open the student's Internship Application Home Page.

After an application has been submitted students cannot change class information in the application. If a student submits an application for the wrong class then the student has two options:

- Contact the internship coordinator for the course and ask them to change it to the correct course and then resubmit the application.
- Contact the internship coordinator for the course and ask them to delete the application. The student will then need to create a new application.

BYU Faculty Mentor: If the student is working with a professor who is not their department internship coordinator, the student will provide the name of the professor here.

If the student is enrolling in another BYU course—which is not another internship course—for this same internship they will select the Yes radio button. After selecting the Yes radio button the Course & Section # and Professor fields will automatically expand for the student.

The Submit Application button will submit the application to the internship coordinator for the first step in the internship application approval process. After an application has been submitted students cannot change class information in the application. An application cannot be submitted until all the information in the application has been entered. If a student attempts to submit an application without all of the information, an error message pop-up will inform the student of the fields that are missing and those fields will be highlighted in the application.

The save icon (💾) will save any changes to the student's internship application. Students are able to save and return to an application by clicking the semester/term hyper-link on the homepage.

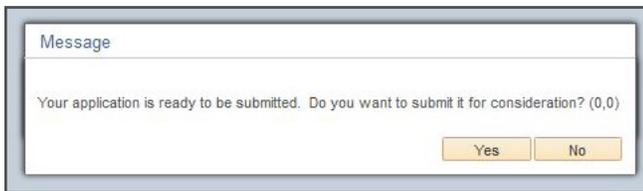
The home icon (🏠) at the bottom of the application will open the student's Internship Application Home Page.

The delete icon (🗑️) will obliterate the entire internship application. The icon will not be available to students after the application is submitted.

Verify that the course and section number are correct before submitting an application. After an application has been submitted students cannot change the course information.

Submitting an Application

1. On the student's internship application, click the Submit Application button (Submit Application). If a student has entered all the required information on the internship application, a message will pop up requesting confirmation of the student's desire to submit.
2. Click Yes. All the fields in the application will be saved and the application will route to the internship coordinator for review. The student and the coordinator will receive emails notifying them that an application has been submitted. The student will see the Internship Application Home Page with a pop-up message containing the semester/term of the application, name of the internship coordinator, and the class information.



4. Click OK to close the message pop-up. On the Internship Application Home Page the Class, Department Internship Coordinator and Status columns will be updated with the internship course, coordinator's contact, and application status respectively.

Applications					
Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator		Status
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret Frances Shible maggie_shible@sastg.byu.edu	(801) 422-2670 106 SFH	Submitted
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R. Burton james_burton@sastg.byu.edu	(801) 422-2680 2529 WSC	Submitted

Add New Application

Please note that a student's application can only be submitted after all the required information is entered. If all the required information has not been entered, an error message will pop up and the missing fields will be highlighted in the application.

Viewing the Application Approval Status

On the Internship Application Home Page, the Status column will reflect if the application has been approved or denied by the internship coordinator and the Academic Internship Office.

Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator	Status
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret Frances Shible maggie_shible@sastg.byu.edu (801) 422-2670 106 SFH	Submitted
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R. Burton james_burton@sastg.byu.edu (801) 422-2680 2529 WSC	Submitted

[Add New Application](#)

2015 | INTERNSHIP APPLICATION

Location where you will be living while completing your internship. If any of the below information is incorrect, click the **Update** button to update it.

City:

State:

Zip Code:

By your Department Internship Coordinator, you will be able to add the class after the Internship Office has approved the application.

Click the **+** button to add another Internship Application.

Application Approval Process and Status

Once you have submitted your internship application it will need to be approved by the following people in the chronological order listed below. When your department Internship Coordinator has approved your application you may have **Student Obligations** that you must complete before the Internship Office will approve your application.

Internship Coordinator
Margaret Frances Shible | 106 SFH | maggie_shible@sastg.byu.edu | (801) 422-2670

Internship Office
3435 HBL | internship_office@byu.edu | (801) 422-3337

You will be able to add the class after the Internship Office has approved the application.

Status	Date & Time	Person
Submitted	04/28/15 05:19 PM	Joe Student

To view further detail open the internship application by clicking on the

Type **INTERN13** in the quick URL box from the MyBYU page.

Campus Links

Quick URL:

- > Communication (6)
- > Miscellaneous (11)
- > School (21)
- > Work (27)

semester/term link. On the right of the internship application information the Application Approval Process and Status section provides details regarding the status of the student's internship application. The green check mark (✓) signifies that an application

has been approved. A red exclamation mark (❗) signifies that an application has been denied or no decision has been made. Status, date, time, and person are shown in the table below the Academic Internship Office contact information.

If a student wishes to complete a new application for an additional semester or term, return to the Internship Application Home Page. The student can select the semester/term and click on the Add New Internship button.

Interning with Student Obligations

When a student interns with an internship provider who has entered into a limited agreement with BYU (a limited agreement is a customized internship agreement with unique obligations of students and departments), the unique obligations of the student must be met prior to the student beginning their internship. Students will be apprised of these unique obligations when they meet with the coordinator to review the student's IRAMS application and/or through an email sent to the student once the coordinator has approved the application. Before beginning an internship, students can verify whether an IMA is limited on the Internship Master Agreement Database Search page in the IMA type column. Further information about the agreement is available by clicking the information icon on that page to open the Internship Master Agreement detail page for that internship provider.

Student Obligation Status section

Student Obligation Status

Per BYU's agreement with your Internship Provider(s) **Intermountain Healthcare Health Services** you were emailed your informational requirements. You may also review your informational requirements below.

Informational Requirements

Tuberculosis screening requirement. One of the following is required:

[Read more...](#)

Requirement	Status
Criminal Background Check	Not Submitted
Tdap Dose	Not Submitted
Influenza Vaccine	Not Submitted
Urinalysis Drug Screen	Not Submitted
MMR Immunization	Not Submitted
TB Screening	Not Submitted
Hepatitis B, 3--dose Series	Not Submitted
Immune to Varicella (Chickenpox)	Not Submitted

To expand this section click the "Read more.." button.

Information regarding a particular document requirement will appear in a hover when you mouse over the information icon (i). These documents need to be uploaded on the Student Obligation Documents Page

Once an internship coordinator has saved or approved a student's internship application with an internship provider who has signed a limited agreement with BYU, the Student Obligations section will be on the left side of the student's internship application.

If there are any informational requirements that need to be communicated to the student or the department, those requirements will also be visible in this section by clicking on the Read More... button. These obligations will also be included in the automatic email sent to

the student when the coordinator approves the application.

Until the coordinator approves the application the student has not been informed about any requirements. It is the responsibility of the coordinator to be familiar with these obligations.

Information regarding a particular document requirement will appear in a hover when the mouse is on the information icon (i). These documents need to be uploaded on the Student Obligation Documents Page.

Accessing the Student Obligation Documents Page

The student obligation documents page can be accessed by clicking on the links in Student Obligation Documents section of the student's home page, clicking on the Student Obligation Status header once an application has been approved or saved by the internship coordinator, and by clicking on the Student Obligations link in the Application Approval Process and Status section of the student's application. Or, students may access the page by logging in to myBYU and typing "Intern I3" in any Quick URL box.

INTERNSHIP APPLICATION HOME PAGE



Personal Information
If your personal information shown here has changed, please update it on [MyBYU](#).

Name: Morrison, Marion Robert **DOB:** 26 May 1907
NetID: theduke **BYU ID:** 00000000
Major: Theater and Film **Email:** john_wayne@byu.edu
Citizenship: United States **View Student's Academic Record**

Relevant Information

- [Student Requirements](#)
- [International Internships](#)
- [International Student Requirements](#)
- [Full-time Internship Scholarship Credit Load](#)
- [Internship Policy](#)

If you would like to receive academic credit for your internship you must enroll in an internship course. Before you are allowed to enroll in an internship course you must have an approved internship application. First, select the semester/term wherein you would like to receive credit. Second, click the Add New Application button. Third, review and accept the terms of the Student Agreement. Fourth, enter all the information into the Internship Application and submit the application. Once the application has been submitted it will need to be approved by your Department Internship Coordinator and the Internship Office. After the application has been approved you will receive an email informing you to add the course.

Applications

Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator	Status
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret Frances Shibla maggie_shibla@sastg.byu.edu (801) 422-2670	Submitted 106 SFH
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R Burton james_burton@sastg.byu.edu (801) 422-2680	Submitted 2529 WSC

[Add New Application](#)

Student Obligation Documents

If you are completing an internship with an Internship Provider that has a limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving your application. Once the internship coordinator has approved an application you will be informed of any student obligation requirements via email. At any time during the internship application process you have the capability of uploading a pdf of documents such as drug screens, background checks, immunizations, etc. to your internship application on the [Student Obligation Documents](#) page. Once you have uploaded to your application evidence of meeting the student obligations, the Internship Office will approve your application.

Application Approval Process and Status

Once you have submitted your internship application it will need to be approved by the following people in the chronological order listed below. When your department Internship Coordinator has approved your application you may have [Student Obligations](#) that you must upload before the Internship Office will approve your application.

- Internship Coordinator**
James R Burton | 2529 WSC | james_burton@sastg.byu.edu | (801) 422-2680
- Internship Office**
5435 HBLL | internship_office@byu.edu | (801) 422-3333

You will be able to add the class after the Internship Office has approved the application.

Status	Date & Time	Person
Saved	04/21/15 01:19 PM	Dagmar Samorn
Submitted	04/21/15 01:51 PM	Dagmar Samorn
Approved	04/21/15 02:52 PM	James R Burton

Student Obligation Status

Per BYU's agreement with your Internship Provider(s) **Intermountain Healthcare Health Services** you were emailed your informational requirements. You may also review your informational requirements below.

Informational Requirements

Tuberculosis screening requirement. One of the following is required:

[Read more...](#)

Requirement	Status
Ⓛ Criminal Background Check	Not Submitted
Ⓛ Tdap Dose	Not Submitted
Ⓛ Influenza Vaccine	Not Submitted
Ⓛ SAM 5 Drug Screen	Not Submitted
Ⓛ MMR Immunization	Not Submitted
Ⓛ TB Screening	Not Submitted
Ⓛ Hepatitis B, 3-dose Series	Not Submitted
Ⓛ Immune to Varicella (Chickenpox)	Not Submitted

Clicking any of these links will open the Student Obligation documents page.

BYU Internship Office sastg Sally Marie Student Sign out

Home Student

Student Obligation Documents | Sally Marie Student | 9999999999

You may upload documentation of student obligation requirements in the table below by selecting the required document type and upload the document using the upload icon. The uploaded documents must be in a PDF form. The Internship Office will then review your documentation and either approve or deny your submission. You will receive an email from the Internship Office once it has been approved. You may review the approval status of the internship requirements in the Status column below.

*** Required Documents for Winter Semester 2013 with InterMountain Healthcare Sleep Center**

*** Required Documents for Fall Semester 2015 with InterMountain Healthcare**

Please view the Student and Department obligations.

Info	Document Type	Status	*Origination Date	Upload Date	
	Tdap Dose	Not Submit			
	Influenza Vaccine	Not Submit			
	SAM 5 Drug Screen	Not Submit			
	MMR Immunization	Not Submit			
	TB Screening	Not Submit			
	Hepatitis B, 3-dose Series	Not Submit			
	Immune to Varicella (Chickenpox)	Not Submit			

Documents on File

Info	Document Type	Origination Date	Upload Date	
	Criminal Background Check	01/11/2013	01/18/2013 3:00:53PM	
	Tdap Dose	12/12/2005	01/18/2013 2:58:34PM	
	Influenza Vaccine	09/19/2013	01/06/2014 12:22:36PM	
	Influenza Vaccine		05/20/2015 12:17:54PM	
	SAM 5 Drug Screen	01/11/2013	01/18/2013 3:01:06PM	
	MMR Immunization	10/03/13	01/18/2013 2:56:38PM	
	TB Screening	01/14/2013	01/18/2013 2:52:05PM	
	Hepatitis B, 3-dose Series	08/16/2005	01/18/2013 2:57:47PM	
	Immune to Varicella (Chickenpox)	11/20/2012	01/18/2013 2:49:47PM	

Upload New Documents

Return to Application

To upload one document for a requirement, click the upload icon (📎). A File Attachment window to browse the PDF will open.

To upload one document (for example, an immunization document) that fulfills multiple requirements, click the Upload New Documents button. A Document Type pop-up window will open.

Click the Return to Application button to return to the student's application. Changes not saved will be lost.

For the Origination Date type in (MM/DD/YYYY) or select the date on the calendar that the required immunization obligation occurred.

To completely delete an uploaded document click the delete icon (🗑️). Documents that have been approved in the Required Documents section cannot be deleted.

Click the save icon to save all changes to this page including uploaded and deleted documents, notes written in the Question and Answers section, or changes to the origination date for the documents.

Student Obligation Documents page

All documents required by the Internship Provider's agreement with BYU are uploaded, reviewed, and stored on the Student Obligation Documents page. Students, coordinators, second approvers, and the Academic Internship Office may upload documents on this page by selecting the required document type from the Upload New Documents button or clicking the upload icon (📎) in the Required Documents section. All uploaded documents must be in a PDF form. The Academic Internship Office will review the documentation and either approve or deny a document submission. Students will receive an email from the Academic Internship Office once a document has been accepted. Students may review the status of internship requirements documents in the Status column of the Required Documents section.

Required Documents section(s)

The header in these sections will automatically update with the semester/term and the name of the Internship Provider according to the application. The Academic Internship Office will review and verify all the uploaded documents to certify that the documents fulfill the requirements outlined in BYU's agreement with the Internship Provider.

The double arrow down (⇩) or double arrow up (⇧) icons in the Required Documents header will expand or collapse that section.

Clicking on the Student and Department Obligations link will open the informational requirements in a new pop-up window.

^ Required Documents for Fall Semester 2016 with Mountain View Hospital					
Please view the Student and Department obligations.					
Info	Document Type	*Status	*Origination Date	Upload Date	
	 Criminal Background Check	Not Submit			  
	  Exhibit A	Not Submit			  
	  Exhibit B	Not Submit			  
	 MMR Immunization	Not Submit			  
	 TB Screening	Not Submit			  
	 Hepatitis B, 3-dose Series	Not Submit			  
	 Varicella (Chickenpox)	Not Submit			  

Each of the columns in this section is explained below.

The information icon () will display the particular document requirements in a hover window.

The PDF icon () will open a PDF of the uploaded student obligations document in a new window. Students and coordinators are able to print or save this PDF.

The download icon () will appear when a blank document has been uploaded for that requirement. It is usually used when there are exhibits that the student needs to sign and upload on this page.

Document Type column displays the name of the document type that is required in BYU's agreement with the internship provider.

The Status column is reviewed and modified by the Academic Internship Office. The following are the possible status types and their meanings:

- **Not Submit:** No documents have been uploaded that fulfill this requirement
- **Pending:** The document has been uploaded but not yet reviewed by the Academic Internship Office. The Academic Internship Office will review a document within the business hours of the same day it has been uploaded.
- **Accepted:** The Academic Internship Office has reviewed and accepted that document as fulfilling the requirement outlined by BYU's agreement with the

internship provider.

- **Denied:** The Academic Internship Office has reviewed and denied the document. An explanation may be in the Questions and Answers section.
- **Expired:** The document does not show valid dates to fulfill the requirement outlined by BYU's agreement with the internship provider.
- **Exempt:** The student is exempt from that particular requirement. Documentation of that exemption may or may not be required.



The Origination date column has a drop-down arrow which will allow the student, coordinator, or Academic Internship Office to select the origination date of the document that applies to that particular semester. The origination date is entered in the documents on file section of this page.

The Uploaded Date displays the date and time that the document was uploaded.

The upload icon (📎) will open a File Attachment window with a Browse button. Click the Browse button to select the PDF that fulfills that specific requirement. Once the student clicks the Upload button, that document will be visible in the Documents on File section.

Documents on File section

This section of the Student Obligation page will display all of the documents that have been uploaded to the internship application. The buttons and columns in this section are explained below:

Info	Document Type	Origination Date	Upload Date
📎	Criminal Background Check	01/11/2013	01/18/2013 3:00:53PM
📎	Tdap Dose	12/12/2005	01/18/2013 2:58:34PM
📎	Influenza Vaccine	09/19/2013	01/06/2014 12:22:36PM
📎	Influenza Vaccine		05/20/2015 12:17:54PM
📎	SAM 5 Drug Screen	01/11/2013	01/18/2013 3:01:06PM
📎	MMR Immunization	10/03/1991	01/18/2013 2:56:38PM
📎	TB Screening	01/14/2013	01/18/2013 2:52:05PM
📎	Hepatitis B, 3-dose Series	08/16/2008	01/18/2013 2:57:47PM
📎	Immune to Varicella (Chickenpox)	11/20/2012	01/18/2013 2:49:47PM

The Upload New Documents button will open a list of document types.

The information icon (i) will display the particular document requirements in a hover.

The PDF icon (📄) will open a PDF of the uploaded student obligation document in a new window. Students and coordinators are able to print or save this PDF.

The Document Type displays the name of the document type that is required in BYU's agreement with the internship provider.

The Origination Date allows the student or coordinator to select the origination date of the document that applies to that particular semester; select a date from the calendar or type (MM/DD/YYYY).

The Uploaded Date displays the date and time that the document was uploaded.

The delete icon (🗑️) completely removes an uploaded document from the application. Documents cannot be deleted if the Academic Internship Office has accepted the document in the Required Documents section.

The save icon (💾) saves all changes to this page including uploaded and deleted documents, notes written in the Question and Answers section, or changes to

the origination date for the documents.

The Return to Application button will take the student to the Internship Application Home Page.

Questions and Answers section

Questions & Answers

My doctor said I could not receive the MMR immunization because of my pregnancy. Can this requirement be waived?

Add Note

Ashton DeLoy Densley:05/20/15 12:03 PM: I am pregnant so my doctor wouldn't let me receive the chickenpox immunization. Can this requirement

The Questions and Answers section of the page will allow students, coordinators, and the Academic Internship Office to communicate regarding the required documents on this page. It is intended to function as a type of chat functionality. Clicking on the Add Note button will add the typed question to this section of the page as well as sending an email to the Academic Internship Office to allow them to respond. The added notes or questions will then appear below the Add Note button.

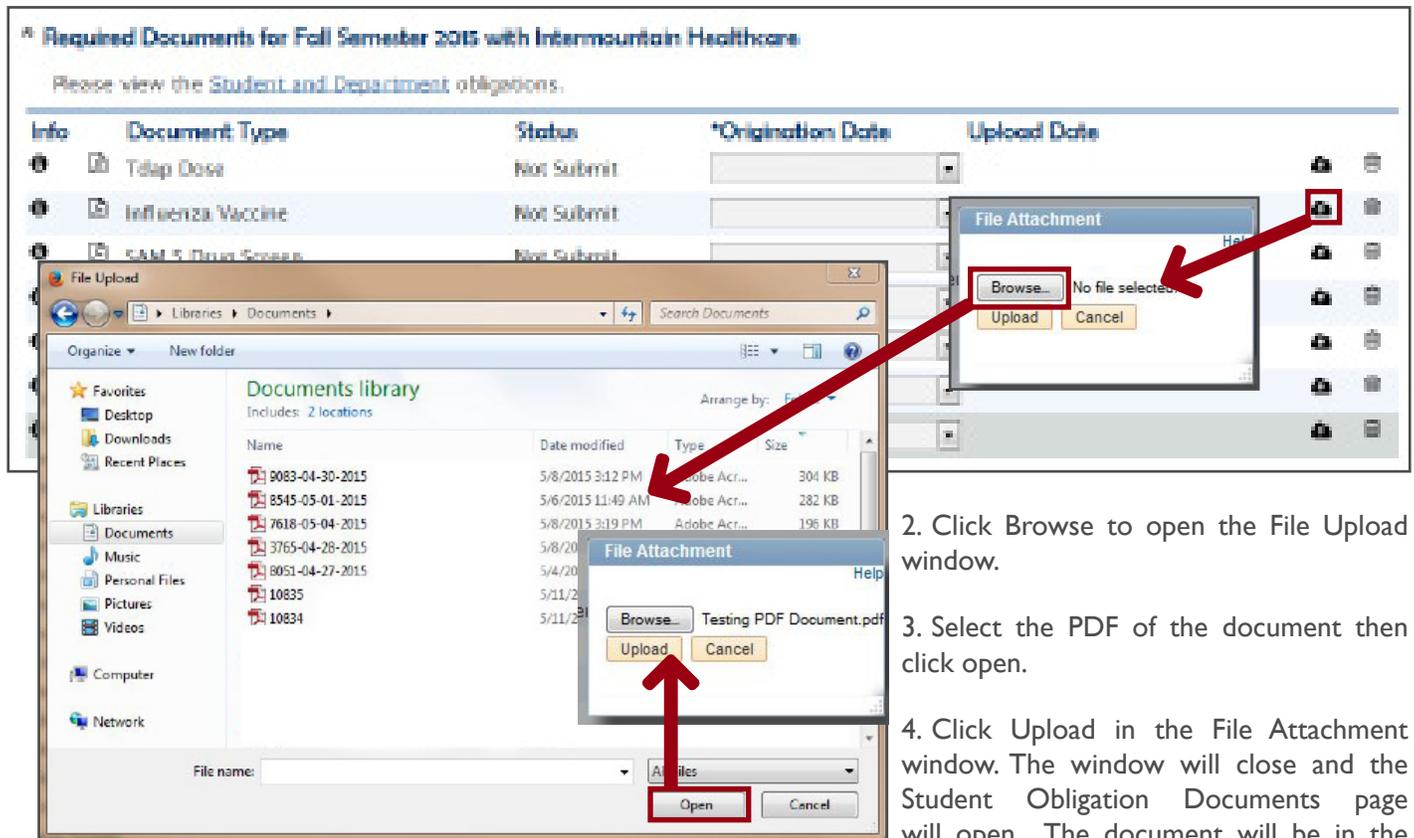
When the Academic Internship Office responds to the question, the student will be informed in an email of the response.

Submitting a Student Obligations Document

There are two different ways to upload a student obligations document on the Student Obligations document page: using the upload icon in the Required Documents section or using the upload New Documents button in the Documents on File section.

Using the upload icon in the Required Documents section

1. Under the Required Documents header is an upload icon (📎) for each of the document types. Click the upload icon (📎) to open the File Attachment pop-up window.



2. Click Browse to open the File Upload window.
3. Select the PDF of the document then click open.
4. Click Upload in the File Attachment window. The window will close and the Student Obligation Documents page will open. The document will be in the Documents on File section of the page.

To select an origination date for a document follow the instructions in the Selecting an Origination date in the Documents on File section.

Using the Upload New Documents button in the Documents on File section

The Upload New Documents button is used when one document fulfills multiple requirements. For example, an immunization record may contain proof of the MMR immunizations and the Hepatitis B series; students and coordinators are able to select the check box for the MMR immunization and the Hepatitis B (3 dose series) instead of uploading those requirements as separate documents.

1. Click the Upload New Documents button to open the Student Obligation Documents page.

2. Select the document types that apply to the document. (E.G. MMR immunization, Tdap Dose, Hepatitis B series, etc.)

3. Click the green UPLOAD button to open the File Attachment pop-up window.

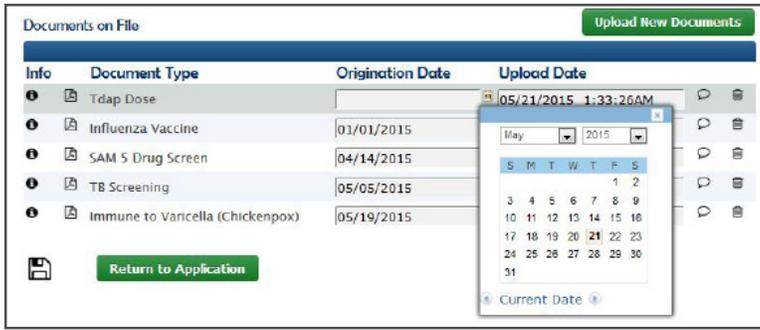
4. Click Browse to open the File Upload window.

5. Select the PDF of the document.

6. Click Open. The File Attachment window will open. The name of the selected file will be after the Browse button.

7. Click Upload in the File Attachment window. The window will close and the Student Obligation Documents page will open. The document will be in the Documents on File section of the page. To select an origination date for a document follow the instructions in the 'Selecting an Origination date in the

Selecting an Origination date in the Documents on File section



To associate a particular document with the Required Documents for a semester, a student will need to select the origination date of the document. An origination date is the date when the immunization was received, the drug screen confirmed negative, the exhibit signed, etc.

1. In the Documents on File section, select the origination date for the document(s) from the calendar or type (MM/DD/YYYY).

2. Click the Save icon (floppy disk) at the bottom of the page.

3. From the drop-down menu in the Required Documents section, select the correct origination dates.

Required Documents for Fall Semester 2015 with Utah Valley Regional Medical Center

Please view the [Student and Department](#) obligations.

Info	Document Type	*Status	*Origination Date	Upload Date		
	Tdap Dose	Pending		05/21/2015 1:33:26AM		
	Influenza Vaccine	Pending	2015-01-01	05/21/2015 1:35:07AM		
	SAM 5 Drug Screen	Pending	2015-04-14	05/21/2015 1:45:01AM		
	MMR Immunization	Not Submit				
	TB Screening	Pending	2015-05-14	05/21/2015 4:11:07AM		
	Hepatitis B, 3-dose Series	Not Submit	2015-05-05			
	Immune to Varicella (Chickenpox)	Pending	2015-05-19	05/21/2015 1:58:50AM		

Downloading an Exhibit

When internship providers require certain documents be signed or filled out by the student, the download icon (down arrow) will be visible on the left of the document type in the Required Documents section. Generally the download icons will show up for any exhibits listed in the internship master agreement that the student needs to sign or be aware of. Clicking on the download icon will download a pdf of the blank document and open the blank document in a separate window. Students will need follow the instructions on the downloaded document and then upload the fully executed exhibit.

Required Documents for Fall Semester 2016 with Mountain View Hospital

Please view the [Student and Department](#) obligations.

Info	Document Type	*Status	*Origination Date	Upload Date		
	Criminal Background Check	Not Submit				
	Exhibit A	Not Submit				
	Exhibit B	Not Submit				
	MMR Immunization	Not Submit				
	TB Screening	Not Submit				
	Hepatitis B, 3-dose Series	Not Submit				
	Varicella (Chickenpox)	Not Submit				

Adding an Internship Class

Once a student's internship application has been approved by the Academic Internship Office the student will receive an notification email of the approval.



After receiving the notification email, students are able to add the class by logging into MyMap and clicking on the Register tab. Students can click on the semester or term they want to register for and then click 'Add a Class'. Please contact the Records and Registration Office regarding any issues registering for the course after the internship application has been approved. If an application is approved after the Add/Drop deadline for a semester an automatic email is sent from IRAMS to the Records and Registration office to enroll the student in the internship course.

Adding a Class After the Add/Drop Deadline

Upon approval of a student's internship application by the department internship coordinator and the Academic Internship Office after the add/drop deadline and before the discontinuance deadline (see the [Academic Calendar](#)) students will be registered for their internship class by an automatic email sent to the Records and Registration Office. The IRAMS generated email will include the information provided from the student's internship application. Coordinators will need to be absolutely precise with the class number, section and the number of credits the student may enroll in because that will be the specific information the Registration Office will use to add the class to the student's schedule.

The email sent to the Registrar's Office Staff contains the following information:

- Student Name (e.g., Marion Robert Morrison)
- BYU ID # (e.g., 000000000)
- Net ID (e.g., theduke)
- Semester/Term Enrolled (e.g., Fall, Winter, Spring, Spr/Sum, Summer)
- Year (e.g., 2016)
- Internship Course Information including: Teaching Area (e.g., BUSM, COMMS, HIST), Registration # (e.g., 399R, 199R), Section # (e.g., 001, 003)
- Registration Number (which is the curriculum number, title number and section number for the course e.g., 001 99999 002)
- Number of Credits (e.g., 0.5, 1, 3)
- Coordinator Approval Date and Time (e.g., Jan 23, 2016 10:08 AM)
- Internship Office Approval Date and Time (e.g., Jan 24, 2016 11:13 AM)

Helpful Quick URLs

Listed below are a couple of helpful Quick URLs that students may use in any Quick URL text box within BYU's website.

Quick links	Page Name	URLs
INTERN01	Internship Application Home	link.byu.edu/intern01
INTERN07	IMA Database Search	link.byu.edu/intern07
INTERN13	Student Obligations Documents	link.byu.edu/intern13

INTERN01 - This will open the Internship Application Home page for students.

INTERN07 - This will open up the Internship Master Agreement Database Search used by students and anyone who does not have a BYU ID. Only information available to the public will be seen on this IMA Database Search page.

INTERN13 - This will open the Student Obligations Documents page for students who are interning with an internship provider that has signed a limited agreement with BYU. Coordinators and students are able to upload any required documents and keep track of their progress on this page.

Keywords and Terms

The following are some key words and terms that are used throughout this document.

IMA = Internship Master Agreement

IRAMS = Internship Registration and Management System

Standard Agreement = BYU's basic IMA that covers all students from all departments.

Limited Agreement = The Internship Provider signed an agreement with BYU that has various limitations, which may include specifications for students from specific departments, documentation that the Academic Internship Office will keep with the application, and other requirements.

Student Obligations = Any documentation or information required by the internship provider's agreement with BYU that must be met prior to the student beginning their internship or enrolling in the internship course. Students will be apprised of these unique obligations when they meet with the coordinator to review the student's IRAMS application and/or through an email sent to the student once the coordinator has approved the application.

Frequently Asked Questions

What does IRAMS stand for?

IRAMS stands for Internship Registration and Management System.

Why am I required to fill out an IRAMS application?

In order to register for an internship class, each student is required to fill out an IRAMS application to give the university more information about the internship experience and to provide contact information for the university to reach students in case of emergency. Once the IRAMS application is completed and has been approved both by the department internship coordinator and the University Academic Internship Office, the flag on the internship course is added, enabling the student to enroll for the course through AIM and MyMap.

How do I edit my application once I have submitted it?

A student can return to their application to make changes (whether their application is still in progress or has already been submitted) until their internship coordinator has approved or denied the application. To edit the application, the student should open the application for the semester or term they would like to change, edit the information and click the save icon (💾) at the bottom of the application. If the application has already been submitted, these changes will appear immediately for the internship coordinator. For more information about accessing the student application see the Student IRAMS Instructions.

How can I delete an application?

Students may delete their application—if it has not been approved or has been denied by the department internship coordinator—by accessing the student's internship application home page and identifying the application they wish to delete. The student may click on the “trash can” icon at the end of the application row they wish to delete. Students may delete an application up until the time their internship coordinator either approves or denies the application.

What if I don't know where I will be living during the internship?

The IRAMS system was created to keep track of students' residential contact information so they may be contacted by the university in case of an emergency. Having correct residential contact information is therefore crucial to the application. If a student does not know where he/she will be living during the internship, current contact information should be provided so that the student may move forward with the registration process. However, once the student knows this information, he/she must reopen the application, change the residential information and click the “save” icon at the bottom of the application.

If a student has already completed an application for a particular semester or term and they want to continue their internship during a subsequent semester or term, what should they do?

The student will open their Internship Application Home Page to view the internship applications that have previously been submitted. The student will click the down arrow next to the “Add New Internship” button and select from the year/term pull-down list the semester or term for which they are submitting the new internship application. In the ‘Copy Info from Previous Internship’ area, they will notice a radio button next to each previous Internship Provider for which they have submitted an internship application. Once the student selects the previous Internship Provider for whom they are submitting the new internship application, they click on the “Add New Internship” button to complete the new internship application.

Can I submit an internship application to intern with two (2) internship providers?

Yes. The student will complete all of the required internship application fields for the first internship provider. The student will then click the ‘+’ button to add the second internship provider fields, which will be displayed underneath the first internship provider fields. Once the student completes all fields for each separate internship provider, the student will click on the “submit” button to send the application to the internship coordinator for review.

What should a student do if their coordinator is out of town and not available to approve applications?

Contact the department to see if there is another available faculty member to approve applications in the coordinator’s absence. The department can contact the Academic Internship Office (801-422-3337) to get the designated coordinator for a specific section changed so that student registration is not held up.

If a student has an approved IRAMS application but changes the Internship Provider, what does the student need to do?

First, they need to contact their department internship coordinator to confirm approval of the new internship. If the internship coordinator approves of the new internship opportunity, the internship coordinator will contact the Academic Internship Office to have the internship application reverted. Once this has been done, the student will need to revise the internship application information and click on the “submit” button. The internship coordinator and the Academic Internship Office will need to approve the revised internship application before the student may add the internship class to their schedule.

How can I tell the difference between Spring term, Spring-Summer semester and Summer term applications?

To begin an internship application, the student will click on the down arrow in the field next to the “Add New Application” button. The following year/term options will appear in the pull-down menu:

- Spring term classes will be available when selecting 'Spring 2015'.
- Spring-Summer semester classes will be available when selecting 'Spr/Sum 2015'.
- Summer term classes will be available when selecting 'Summer 2015'.

The student will view the year term option (Spring 2015, Spr/Sum 2015 or Summer 2015) they selected at the top of their internship application next to their name.

What does a student do if they try to submit their internship application and receive an error message saying the class doesn't have a Primary Coordinator?

If the student clicks the "submit" button and receives a pop-up message which indicates the application cannot be submitted because the internship course does not have an assigned Primary Coordinator, please contact the Academic Internship Office (801)422-3337 or email internship@byu.edu with the course and semester information.

What if a student has received an email from the Academic Internship Office notifying them they can register, AIM registration shows an "A" next to the class, but they are still unable to add the course?

The IRAMS system merely adds the flag to the course allowing the "A" to show up in registration. First verify that there are seats available in the class. If the class is full contact your department or the instructor for the course to add more seats. If there are seats available, contact your department internship coordinator to see if additional holds have been placed on the course. If this is not the case, contact the registration office (801-422-2631) for further guidance.

Can the Academic Internship Office adjust the number of students who can enroll for a course on AIM?

No, class size is set on the department level. The student will need to contact the department internship coordinator or the instructor for the course to adjust the number of students who may enroll in a course.

What if the student has completed their application, but it doesn't show up on the coordinator's queue?

The student should first double-check that the application is complete. Even if a student has received an e-mail that the application has been submitted, if it is not showing up in the coordinator's queue, likely the internship class and section has not been selected and saved in the Class Credit section of the student's internship application. Reopen the application, select the correct internship course and section and click on the "submit" button at the bottom of the page. If this still doesn't solve the problem, the student or coordinator will need to call OIT at 422-4000 to report the problem and receive further assistance. Review the IRAMS Student Instructions to make sure you have completed the application properly.

What are Student Obligations and can students upload these documents any time?

Student Obligations are requests from an Internship Provider that are either informational and/or are specific document obligations such as a drug screen, criminal background check, CPR verification, etc., required of each student prior to the student adding the internship class to his/her schedule. The informational obligations are to be read by the student. The student obligations may be uploaded to the student's internship application at any time. Students may do this by going to their internship application Home Page and clicking the Student Obligation hyperlink at the bottom of the internship application. The Student Obligation Documents page will open where the student may upload the documents. If the student would like to upload the student obligations for a future internship or to keep on file, the student may upload the documents in the 'Documents on File' section. If the student is uploading the student obligations requested by a current internship provider they may be uploaded to the area of the page that references the current semester/term and the internship provider.

After the student uploads these documents, the Academic Internship Office will be notified and will either approve or deny the uploaded documents. If the uploaded documents are not acceptable to the internship provider, the Academic Internship Office may provide an explanation in the Question and Answer section on the page.

Do students completing an international internship need to complete an IRAMS student application?

No. Students doing international internships work with the Kennedy Center and their department internship coordinator to get internship approval and to register for internship credit.

In the application, who is the 'BYU Faculty Mentor'?

If the student is working with a professor who is not their department internship coordinator, the student will provide the name of the professor in the 'BYU Faculty Mentor' field.

Once I complete the IRAMS application, can I only add for that semester or term?

Yes. Students will need to submit a separate internship application for every year/term they wish to enroll in an internship course.