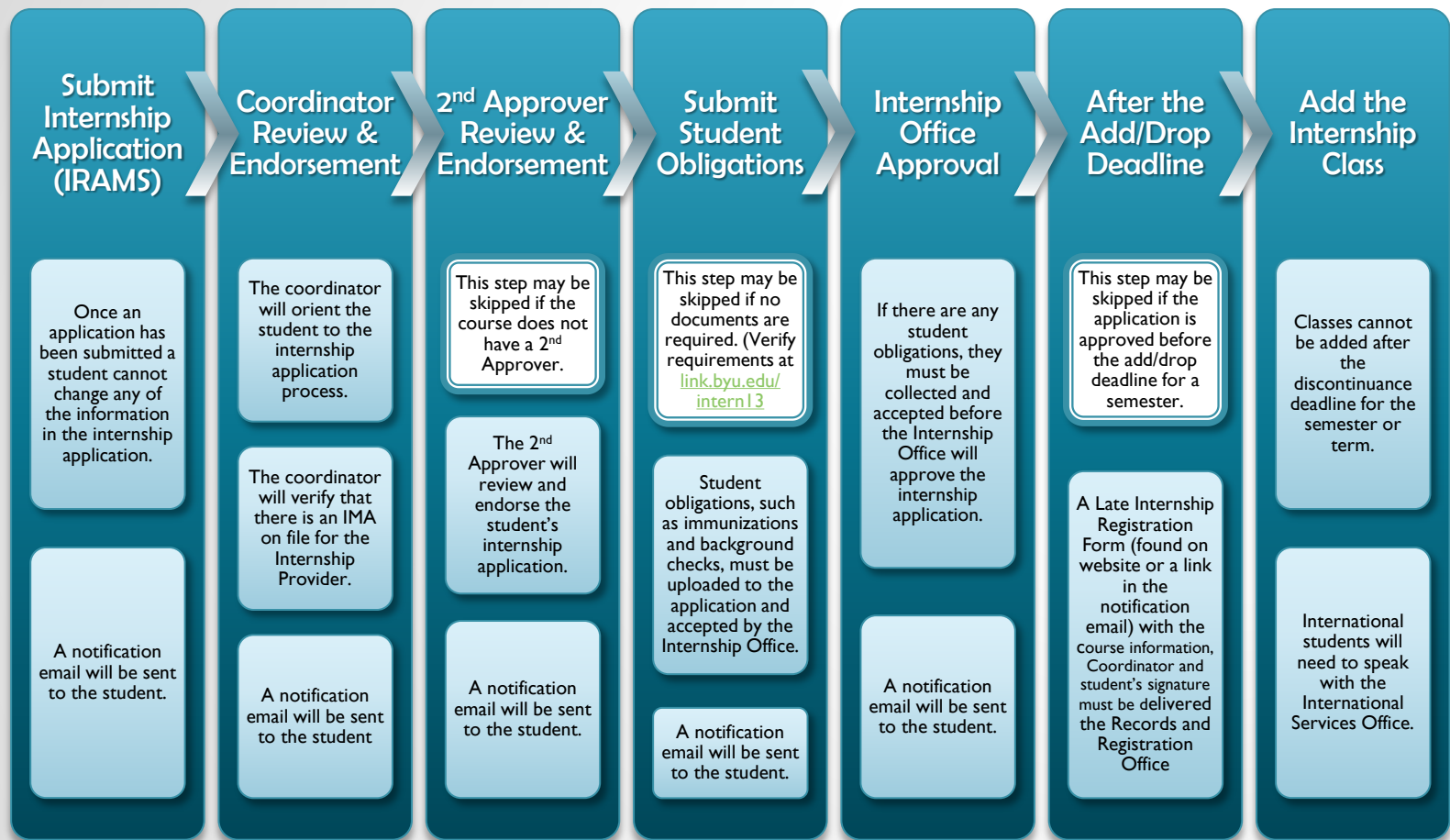


# **(IRAMS) Internship Registration and Management System**

Student Instructions for an  
Internship Application with Student Obligations



## IRAMS Internship Application Process Overview

An overview of the internship application process.


# 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](#)

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 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.

MyMAP: Academic Planning x https://y.byu...Offerings.cgi x

https://y.byu.edu/ty/ae/prod/registration/cgi/reg/Offerings.cgi

Close Window Class Search

Fall 2015 CO All CO STDEV - Student Development CO 199R - Academic Internship CO

Course Catalog Information

**STDEV 199R - Academic Internship.**

Description Work experience evaluated by supervisor and faculty mentor and posted on transcript.  
 Credit Hours 0.5 (min) - 3.0 (max) credit hours, 0.5 class hours a week, and 0 lab hours

Headers **STDEV 199R: An APPROVED Internship Application is required before adding. STDEV 199R section 002: BYU EMS Service Learning Course is 3.0 variable credit.**

Prerequisites Department internship coordinator's consent.

Recommended None

Note None

When Taught Fall, Winter, Spring, Summer.

Semester: Fall 2015 (31 Aug 2015 - 10 Dec 2015) Reg #: 10169 Title Code: 000

Available Sections Only All Sections Order By Section Order By Day/Time Ordered By Time/Day Help

\*P - Permission-to-add Code \*\*A - Add Class \*\*WL - Waitlist \*\*\*Term - Term Descriptions

P*	A**	Note	Sec	Term***	Sec Type	Seats Avail	Class Size	WL Size	L Q	Hrs	Class Period	Days	Room	Bldg	H	Sec	Instructor
-	-	Y	001			30	30	0	v	3.0	TBA	TBA	TBA	TBA		001	Burton, James R
-	-	Y	003			1	1	0	v	3.0	TBA	TBA	TBA	TBA		003	Christensen, Lisa Tanner
-	-	Y	004														
-	-	Y	005														
-	-	Y	006														
-	-	Y	002		EVENING												

Campus Links

Quick URL

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

**BYU** | BRIGHAM YOUNG UNIVERSITY

**Internship Office** IRAMS Other Information

Students Internship Providers Department Internship Coordinators

**Student Internship Application**

- \* Applications Instructions
- \* IRAMS Frequently Asked Questions

Benefits of Internships  
 International Students' Internship Process  
 Getting Internship Credit  
 International Internships  
 Department Internship Sites  
 Department Internship Coordinators List  
 Internship Master Agreement Database

**IRAMS Student Application**

Student Internship Application  
 Students must fill out an IRAMS internship application before they can register for an internship course.

**Department Internship Coordinators List**

Department Internship Coordinators List  
 If students are looking for an internship or have procured an internship opportunity they should contact their Department Internship Coordinator.

link.byu.edu/intern01

There are multiple ways to access the internship application home page.

- Click on the link in the header of the course catalog
- Log into myBYU and type “Intern01” in the Quick URL box.
- Click on the links on the Internship Office website  
[intern.byu.edu](http://intern.byu.edu)
- Type [link.byu.edu/intern01](http://link.byu.edu/intern01) in a browser window.



# Accessing the Internship Application Home Page


# Internship Application Home Page

The screenshot shows the 'BYU Internship Office' website. The header includes 'Home' and 'Student' links, a 'sastg' logo, and a 'Sign out' button. The main heading is 'INTERNSHIP APPLICATION HOME PAGE'. Below this, there are two columns of information: 'Personal Information' and 'Relevant Information'. The 'Personal Information' section includes a photo of a student and text indicating that personal information can be updated on MyBYU. It lists details for a student named Morrison, Marion Robert, including his NetID, major (Theater and Film), citizenship (United States), and DOB. The 'Relevant Information' section lists links for Student Requirements, International Internships, International Student Requirements, Full-time Internship Scholarship Credit Load, and Internship Policy. Below these sections is a paragraph explaining the process of receiving academic credit for an internship. Underneath is a table titled 'Applications' with columns for Semester/Term, Internship Provider(s), Class, Department Internship Coordinator, and Status. The table lists two applications: one for Fall Semester 2015 with Pride Rock, Inc. and another for Fall Semester 2015 with Thimble Theater. At the bottom of the table is an 'Add New Application' button. Below the table is a section titled 'Student Obligation Documents' with a paragraph explaining the requirements for completing an internship with a limited Internship Master Agreement.

**BYU Internship Office** Sign out

Home Student **sastg**

## INTERNSHIP APPLICATION HOME PAGE



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**NetID:** theduke    **BYU ID:** 00000000  
**Major:** Theater and Film    **Email:** john\_wayne@byu.edu  
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- 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

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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.

## Personal Information

- ▶ The student's photo, Name, DOB, NetID, BYU ID, Major, email, citizenship, and a link to the student's academic record is displayed in this section. If any of the information is incorrect, please update the information on MyBYU.

## Relevant Information

- ▶ 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.

## Application

- ▶ The applications section displays an overview of a student's internship applications.

## Student Obligation Documents

- ▶ 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 Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving the student's application

# New Internship Applications (IRAMS)



All applications are semester or term specific.

A new application is needed for every semester or term a student is enrolled.

**Add New Application**

Spring Term 2015  
 Spr/Sum 2015  
 Summer Term 2015  
 Fall Semester 2015  
 Winter Semester 2016

**STUDENT AGREEMENT | Joe Student | 00000000**

The student hereby agrees to the following:

1. Be enrolled as an internship student.
2. Comply with all Experience Provider rules, policies and procedures.
3. Complete the internship during the dates specified unless modified by the Experience Provider and BYU. Students who feel they must leave or not start an internship for which they have registered must do the following: (1) Consult the BYU department/college internship coordinator or faculty member supervising the internship and explain their reasons for wanting to discontinue the internship. (2) If the department agrees with the student's decision, the internship provider must be given appropriate, timely notice about the discontinuance. (3) If the decision to discontinue comes after the drop deadline, the student must petition to quit the internship. (4) If the student has received money from a BYU college or department to help defray expenses associated with the internship, the student may be required to give back an amount commensurate with the time not spent in the internship. Students who leave internships early without notifying their BYU supervisor and the internship site supervisor may receive a low or failing grade for the internship and may be blocked from registering for future internships.
4. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the BYU Internship Coordinator.
6. Complete all BYU academic assignments and course work as outlined by the applicable department.
7. Adhere to BYU's Honor Code and the Experience Provider's Standards of Personal Conduct and Dress and Grooming Standards.
8. Receive and read a copy of the Internship Master Agreement between BYU and the Experience Provider. I acknowledge that it is binding on me and that I am bound by such terms and conditions therein which specifically apply to my internship. I understand that I am responsible for my own medical matters relating to my internship, including but not limited to necessary immunizations and any other medical matters relating to my internship. I understand that I will be financially responsible for my necessary medical treatment for which I will be financially responsible if I become incapacitated or otherwise unable to provide consent to medical treatment on my family.
9. I understand that I am responsible for my own safety at BYU. These include risks involved in traveling to and returning from the internship site, safety, and maintenance of buildings, public places, and conveyances; and I have made my own investigation and am willing to accept these risks.
10. I understand that I am responsible for my own safety in, study, and other arrangements in connection with my internship and I am personally responsible for any financial liability and obligation which I incur, directly or indirectly, by, cost or expense to the person or property of another which is caused by my participation in the internship program. I understand that BYU does not represent or act as an agent for the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under the direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
11. I understand that I am responsible for my own safety in, study, and other arrangements in connection with my internship and I am personally responsible for any financial liability and obligation which I incur, directly or indirectly, by, cost or expense to the person or property of another which is caused by my participation in the internship program. I understand that BYU does not represent or act as an agent for the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under the direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
12. I understand that I am responsible for my own safety in, study, and other arrangements in connection with my internship and I am personally responsible for any financial liability and obligation which I incur, directly or indirectly, by, cost or expense to the person or property of another which is caused by my participation in the internship program. I understand that BYU does not represent or act as an agent for the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under the direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
13. I understand that I am responsible for my own safety in, study, and other arrangements in connection with my internship and I am personally responsible for any financial liability and obligation which I incur, directly or indirectly, by, cost or expense to the person or property of another which is caused by my participation in the internship program. I understand that BYU does not represent or act as an agent for the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under the direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
14. I understand that I am responsible for my own safety in, study, and other arrangements in connection with my internship and I am personally responsible for any financial liability and obligation which I incur, directly or indirectly, by, cost or expense to the person or property of another which is caused by my participation in the internship program. I understand that BYU does not represent or act as an agent for the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under the direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
15. Acknowledge and agree that as an intern, I am placed with the Experience Provider in order to receive educational experience as part of my academic curriculum; my duties performed as an intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under the direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
16. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Brigham Young University in the creative work or internship performance without the express written permission of Brigham Young University.

**I Agree** **I Do Not Agree**

**Joe Student | Winter Semester 2016 | INTERNSHIP APPLICATION**

**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 \_\_\_\_\_ Zp \_\_\_\_\_  
 Phone \_\_\_\_\_ Ext \_\_\_\_\_  
 Email \_\_\_\_\_

**Internship Provider Information**

To have your internship considered for approval by your Department, you must provide the following information about the Internship Provider.

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

Internship Provider **Pride Rock, Inc.**  
 Address **987 Comics Lane**  
 City **New York**

**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**

# Adding a New Application

1. Select the semester or term.
2. Click the Add New Application button.
3. Review the Student Agreement.
4. Click the I Agree button to continue.

# Duplicating Previous Application

1. Select the semester or term.
2. Select the previous internship information from the 'Copy Info From Previous Internship'
3. Review the Student Agreement and click the I Agree button to continue.
4. Click OK on the duplication pop-up message. The following fields will not be duplicated:
  - Internship Residential Contact Information,
  - Start/End Dates,
  - Total Approximate Hours,
  - Employment Type & Status,
  - Monetary Compensation, and
  - Internship Class fields.

# Student Internship Application

BYU Internship Office sastg

Home Student

## Joe Student | Fall Semester 2015 | INTERNSHIP APPLICATION

### 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

### Internship Provider Information

To have your internship considered for approval by your Department Internship Coordinator, provide the following information about the Internship Provider.

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

Internship Provider

Address

City

State  Zip Code

Contact Name

Email

Phone  Extension

Start/End Dates

Total Approximate Hours

Employment Type  Status

Monetary Compensation

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

BYU Faculty Mentor

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

[Submit Application](#)   

### Internship Provider Information

To have your internship considered for approval by your Department Internship Coordinator, provide the following information about the Internship Provider.

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

Internship Provider

Address

City

State  Zip Code

Contact Name

Email

Phone  Extension

Start/End Dates

Total Approximate Hours

Employment Type  Status

Monetary Compensation

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

BYU Faculty Mentor

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

[Submit Application](#)   



# Student Internship Application Sections

## 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 in this section must be entered before a student is allowed to submit an application.

## 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.

**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

**Internship Provider Information**

To have your internship considered for approval by your Department Internship Coordinator, provide the following information about the Internship Provider.

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

Internship Provider

Address



City

State  Zip Code

Contact Name

Email

Phone  Extension

Start/End Dates    

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

BYU Faculty Mentor

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

[Submit Application](#)   

# Employment Questions

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 be offered by the internship provider.

- ▶ **Status:** A student is either working part-time or full-time at an internship opportunity.
  - **Part-time:** Less than 30 hours a week
  - **Full-time:** More than 30+ hours a week
- ▶ **Monetary Compensation:** Select the types of monetary compensation that apply including the accompanying amounts.

Employment	Type	<input type="text"/>	Status	<input type="text"/>
Monetary Compensation	<input 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"/>

# Student Internship Application


**Joe Student | Fall Semester 2015 | INTERNSHIP APPLICATION**



### 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:

### Internship Provider Information

To have your internship considered for approval by your Department Internship Coordinator, provide the following information about the Internship Provider.  
If this internship has multiple providers, please click the  button to add another Internship Provider.




 

Internship Provider:   
Address:   
City:   
State:  Zip Code:   
Contact Name:   
Email:   
Phone:  Extension:   
Start/End Dates:    
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).

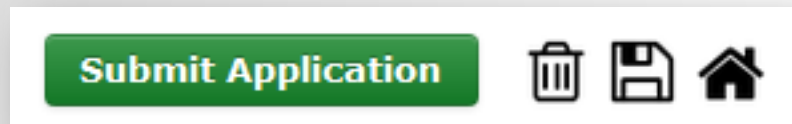
Internship Class:   
BYU Faculty Mentor:   
Are you enrolling in another BYU course for this same internship?  Yes  No

[Submit Application](#)   

- ▶ The entire application must be completed to be submitted.
- ▶ The Submit Application button will send the application to the internship coordinator for review and endorsement.
  - After an application has been submitted students cannot change any information in the application.
  - **Verify the class and section information is correct BEFORE submitting the application.**

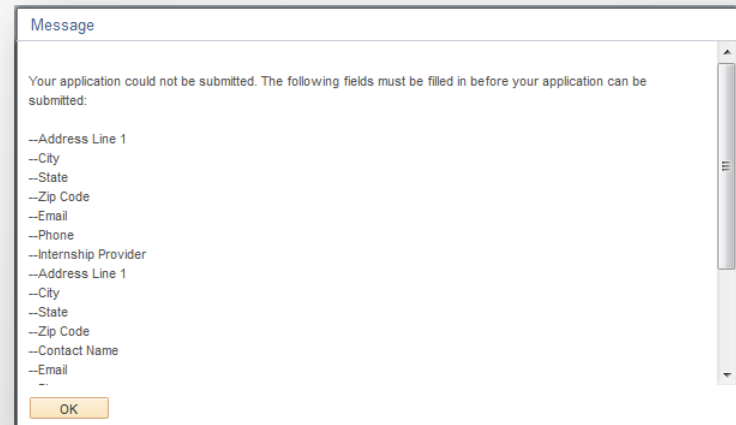
# Submitting an Application

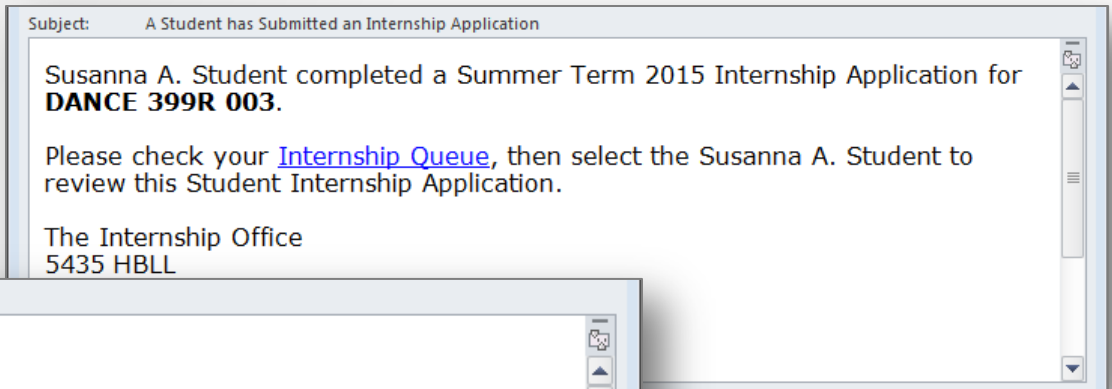
- ▶ Click the Submit Application button to submit the application to the internship coordinator for review.



- ▶ The delete icon will obliterate the entire internship application. The icon will not be available to students after the application is submitted.
- ▶ The save icon at the bottom of the page will store any changes to the application.
- ▶ The home icon at the bottom of the application will open the student's Internship Application Home Page.

- ▶ Verify that the course and section number are correct before submitting an application.
- ▶ After an application has been submitted students cannot change any information.
- ▶ An error message similar to the one below will appear if all the information has not been entered. Additionally the missing fields will be highlighted.





## Submitted Email


The student and the internship coordinator will receive an email informing them that the application has been submitted.

# Viewing the Application Approval Status

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    **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**

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- International Internships
- International Student Requirements
- Full-time Internship Scholarship Credit Load
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Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator	Status
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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**

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## Susanna A. Student | Summer Term 2015 | INTERNSHIP APPLICATION

**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: 10605 Isabel Hunter Ct.  
City: Oakdale  
State: California Zip Code: 95361  
Phone: (209)848-2247  
Email: tannerecombs@gmail.com

**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: #1-No agreement on file: Internship Of

Internship Provider: Byron T. Nelson Attorney at law  
Address: 515 13th Street  
City: Modesto  
State: California Zip Code: 95354

Contact Name: Byron T. Nelson  
Email: bthomassnelson@gmail.com  
Phone: (209)607-8496 Extension:

Start/End Dates: 06/15/2015 08/28/2015

Total Approximate Hours: 250

Employment Type:  Status:

Monetary Compensation:  None  Hourly \$ 0.00  
 Commission \$ 0.00  
 Salary \$ 0.00

**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**  
Kristin L. Matthews | 4160 JFSB | kristin\_matthews@byu.edu | (801) 422-5295
- 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
Submitted	03/11/15 12:00 AM	Susanna A. Student
Approved	03/12/15 07:56 AM	Kristin L. Matthews
Approved	03/12/15 10:17 AM	Adrienne M Chamberlain

**Confidential Notes**

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

[Add Note](#)

Internship Application Home Page (Status column)

Application Approval Process and Status

## Internship Master Agreement Database Search

### 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

Address

City

State  Zip  Country

Contact Name

IMA Number  IMA Type

Academic Programs

IMA Start Date

IMA End Date

Search

Clear

### Internship Provider Search Results

Personalize   Find   <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
											First	1-12 of 12	Last
HQ	Co-Org Name	IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country	Interns	
	XL Soccer World	6945	Standard	06/01/2009	06/01/2019	Richard King	5600 Hillsborou...	Raleigh	NC	27606 USA		0 / 0 / 0	
	XO Group, Inc.	10177	Standard	04/29/2014	04/29/2024	Laura Jean Hickey	195 Broadway Av...	New York	NY	10007 USA		0 / 1 / 0	
	XOLogic Corp	9963	Standard	02/05/2014	02/05/2024	Jason Petersen	151 East 1700 S...	Provo	UT	84602 USA		0 / 0 / 0	
	XPEDX	9243	Standard	12/07/2012	12/07/2022	James Stanley	1635 South 5070...	Salt Lake City	UT	84104 USA		0 / 1 / 0	

# Internship Master Agreement Database



Search the Internship Master Agreement Database to find if an internship provider has already signed an agreement with BYU.

There are multiple ways to access the Internship Master Agreement Search page.

- Click on the links on the Internship Office website [intern.byu.edu](http://intern.byu.edu)
- Log into myBYU and type “Intern07” in the Quick URL box.
- Type [link.byu.edu/intern07](http://link.byu.edu/intern07) in a browser window.

link.byu.edu/intern01



## Accessing the IMA Search Page



# IMA Search Options

Click on the blue hyperlinks of the alphabet and numbers to view all the IMAs starting with that letter or number.

All of the IMA search options can be used interchangeably to create a focused search for an IMA.

- ▶ **Co-Org Name:** Type a keyword, partial or full name of a company or organization.
- ▶ **Address:** Type in the text field a keyword, partial or full address of a company or organization.
- ▶ **City:** Type in the 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 one of the following IMA types from the drop-down list:
  - **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.
  - **Student Specific:** IMA's that are restricted to one specific student. These agreements cannot be used by any other student.

- ▶ **IMA Start 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.
- ▶ **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 button :** 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 button:** Click the clear button to remove all search information and results.

**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


Address



City



State  Zip  Country

Contact Name

IMA Number  IMA Type

Academic Programs  

IMA Start Date    

IMA End Date    

# Internship Provider Search Results

- ▶ Organize the Internship Provider Search Results by any of the column categories by clicking the header of the column.
- ▶ Clicking on the information icon will open up the complete IMA information in the Internship Master Agreement detail window.
- ▶ The building icon signifies that this agreement covers all locations of the internship provider. An all locations agreement covers all students interning with that company regardless of location.
- ▶ Clicking on the PDF icon will open a PDF of the IMA in a new window.
- ▶ The type column will indicate Standard or Limited. The programs covered are shown in a hover window.
- ▶ IMA Start and IMA End dates show the date range that the 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 IMA number starting in 2009 (when IRAMS was created). No student information is available from this section.

Internship Provider Search Results												
Personalize   Find     Find 1-12 of 12 Last												
HQ	Co-Org Name	IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country	Interns
	XL Soccer World	6945	Standard	06/01/2009	06/01/2019	Richard King	5600 Hillsborou...	Raleigh	NC	27606	USA	0 / 0 / 0
	XO Group, Inc.	10177	Standard	04/29/2014	04/29/2024	Laura Jean Hickey	195 Broadway Av...	New York	NY	10007	USA	0 / 1 / 0
	Xologic Corp	9963	Standard	02/05/2014	02/05/2024	Jason Petersen	151 East 1700 S...	Provo	UT	84602	USA	0 / 0 / 0
	XPEDX	9243	Standard	12/07/2012	12/07/2022	James Stanley	1635 South 5070...	Salt Lake City	UT	84104	USA	0 / 1 / 0
	XPose PR	8189	Standard	05/24/2011	05/24/2021	Shannon Funk	817 S. Los Ange...	Los Angeles	CA	90014	USA	0 / 1 / 0
	Xango LLC	5033	Standard	05/06/2008	05/06/2018	Rob Spangler	3098 Executive ...	Lehi	UT	84043	USA	0 / 0 / 0
	Xango LLC	7428	Standard	04/20/2010	04/20/2020	Patrick Lindsay	2889 Ashton Blv...	Lehi	UT	84043	USA	0 / 3 / 0
	Xcel Fitness	7968	Standard	03/30/2011	03/30/2021	Stuart Price	6151 S. Highlan...	Salt Lake City	UT	84121	USA	0 / 0 / 0
	Xcelus LLC	4831	Standard	11/01/2005	11/01/2015	Todd Corbett or..	1458 East 820 N...	Orem	UT	84097	USA	0 / 0 / 0
	Xel Pharmaceuticals, Inc.	9682	Standard	06/26/2013	06/26/2023	Dr. Danyl Quan	12382 Gateway P...	Draper	UT	84020	USA	0 / 1 / 0
	Xerox Corporation	3541	Standard	01/06/2004	01/06/2014	Daniel Jones	675 E. 500 S.	Salt Lake City	UT	84102	USA	0 / 0 / 0
	Xtend Barre Provo	10165	Standard	04/24/2014	04/24/2024	Nicole Strong	4801 North Univ...	Provo	UT	84606	USA	1 / 4 / 0

# Agreement Detail Window

Click on the information icon to open the Internship Master Agreement Detail window.

The Internship Master Agreement Detail window contain some of the following information:

- additional coverage details,
- a description,
- an initiating program,
- programs covered,
- contact information (contact name, phone fax, and email),
- student obligations,
- department obligations,
- and other information.

Internship Provider Search Results

HQ	Co-Org Name	IMA #	Typ
	XL Soccer World	6945	Star
	XO Group, Inc.	10177	Star
	XOLogic Corp	9963	Star
	XPEDX	9243	Star

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

Home [Coordinator](#) **sastg**

### Intermountain Healthcare Health Services

<p><b>Agreement Information</b></p> <p>Agreement #: 4654          Start Date: 01/29/2014          End Date: 01/29/2024          Headquarters: Intermountain Healthcare Health Services          Type: Limited          Description: Intermountain Healthcare</p> <p><b>Program Information</b></p> <p>Initiating: Accounting</p> <p><b>Programs Covered:</b> 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; Rel E - Religious Education; Student Development</p> <p><b>Location Information</b></p> <p>Address: 5245 South College Drive          City: Salt Lake City          State: UT          Zip Code: 84123          Country: USA</p>	<p><b>Contact Information</b></p> <p>Contact Name:          Contact Phone #:          Contact Fax:          Contact Email:</p> <p><b>Student Application Information</b></p> <p># of Interns: 1</p> <p><b>Tuberculosis screening requirement.</b> One of the following is required:</p> <p>(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.</p> <p>(b) One (1) Quantiferon Gold blood test with negative result.</p> <p>(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 abnormal, the student needs to be cleared by their physician or local health department before beginning their rotation at an Intermountain facility.</p> <p><b>Measles (Rubella), Mumps and Rubella requirement.</b> One of the following is required:</p> <p>(a) Proof of two (2) MMR vaccinations.</p> <p>(b) Proof of immunity to Measles (Rubella), Mumps, Rubella through a blood test.</p> <p><b>Hepatitis B recommendation.</b> If the assignment may involve exposure, potential exposure, to blood, body fluid or tissue specimens, one of the following is strongly recommended:</p>	<p>(a) Documentation of three (3) Hepatitis B vaccinations and blood test with "Reactive" result.</p> <p>(b) Documentation of three (3) Hepatitis B vaccinations given more than 9-15 years prior to start date (no blood test is required).</p> <p>(c) Blood test with "Reactive" result.</p> <p>(d) Documentation of six (6) Hepatitis B Vaccinations with blood test result of "Not Reactive" (this person is considered a "Non-Responder").</p> <p><b>Varicella (Chickenpox) requirement.</b> One of the following is required:</p> <p>(a) Proof of two (2) Varicella vaccinations.</p> <p>(b) Proof of immunity to Varicella through a blood test.</p> <p>(c) Healthcare Provider documentation of Varicella disease.</p> <p><b>Tdap requirement.</b> Proof of one (1) Tdap vaccination after age 10.</p> <p><b>Flu Vaccination requirement.</b> Proof of current, annual influenza vaccination. This is not required during the summer months because the vaccination is not available.</p> <p>Any Student participating in an educational rotation within an IHCHS Facility is eighteen years or older and has:</p> <p>(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.</p> <p>(b) Passed a criminal background check and is not listed on the sex offender website (<a href="http://www.utv.state.ut.us/asp-bin/sexoffensesearchform.asp">http://www.utv.state.ut.us/asp-bin/sexoffensesearchform.asp</a>) or</p>	<p>any successor website thereto. The results of the background check may not be more than 30 days prior to the internship start date.</p> <p>(c) Obtained appropriate immunizations (listed above as numbers 1-6)</p> <p>(d) Completed the training and didactic work necessary for the rotation and is a Student in good standing with the institution.</p> <p><b>Department Obligation Information</b></p> <p>3.1 Institution assumes general responsibility for the coordination of the Student.</p> <p>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.</p> <p>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:</p> <p>(a) Dates of field instruction.</p> <p>(b) Kinds of experiences desired or general objectives.</p> <p>(c) Informative data that pertains in assessing to maximize the Student learning experiences.</p> <p>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.</p> <p>3.6 Institution assures that Students are capable to complete, independently, the tasks for which they are being trained without undue accommodation.</p> <p>3.7 Institution will provide feedback evaluation periodically as deemed appropriate to IHCHS staff directly involved in working with the Student.</p>
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Select Close Print Export

# Student Obligations



All documents required by the Internship Provider's agreement with BYU are uploaded, reviewed, and stored on the Student Obligation Documents page.

# 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 Internship Office approving the student's internship application.
- ▶ Students are apprised of these unique obligations when they:
  - a) Meet with the coordinator to review the student's IRAMS application.
  - b) Receive an email containing details regarding the limited obligations after a coordinator has approved the application.
  - c) Review the student obligations on the internship application.
  - d) View the Student obligations in the agreement detail window for a limited IMA.

**Campus Links**

Quick URL


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

link.byu.edu/intern01

**BYU Internship Office** **sastg**

Home Student

## INTERNSHIP APPLICATION HOME PAGE



**Personal Information**

If your personal information shown here has changed, please contact the Internship Office.

**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**

If you would like to receive academic credit for your internship you must enroll in a class and you must have an approved internship application. First, select the semester/term and click on the Application button. Third, review and accept the terms of the Student Agreement and submit the application. Once the application has been submitted it will need to be approved by the Internship Office. After the application has been approved you will receive an email informing you to enroll in the class.

**Applications**

Semester/Term	Internship Provider(s)	Class	Department
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret maggie_s
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R james_bu

[Add New Application](#)

[Student Obligation Documents](#)

If you are completing an internship with an Internship Provider that has a limited Internship Office evidence that the student obligations for that Internship Provider. Once the internship coordinator has approved an application you will be informed of the next steps in the internship application process. You have the capability of uploading a pdf of documents related to your application on the [Student Obligation Documents](#) page. Once you have submitted your application the Internship Office will approve your application.

## 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
<input type="radio"/> Criminal Background Check	Not Submitted
<input type="radio"/> Tdap Dose	Not Submitted
<input type="radio"/> Influenza Vaccine	Not Submitted
<input type="radio"/> SAM 5 Drug Screen	Not Submitted
<input type="radio"/> MMR Immunization	Not Submitted
<input type="radio"/> TB Screening	Not Submitted
<input type="radio"/> Hepatitis B, 3-dose Series	Not Submitted
<input type="radio"/> Immune to Varicella (Chickenpox)	Not Submitted

**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**  
Amber Rebecca Collins | 3328 WSC |  
amber\_collins@sastg.byu.edu | (801) 422-8591
- 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
Submitted	05/01/15 01:52 PM	Ashton DeLoy Densley

There are multiple ways to access the Student Obligation Documents Page.

- Click the link on the Internship Application Home Page.
- Open the application for a particular semester or term and click on the links on in the Student Obligation Status section or in the Application Approval Process and Status section.
- Log into myBYU and type "Intern I3" in the Quick URL box.
- Type [link.byu.edu/intern I3](http://link.byu.edu/intern I3) in a browser window.



# Accessing the Student Obligation Documents Page

## 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 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	<input type="text"/>	<input type="text"/>		
	Influenza Vaccine	Not Submit	<input type="text"/>	<input type="text"/>		
	SAM 5 Drug Screen	Not Submit	<input type="text"/>	<input type="text"/>		
	MMR Immunization	Not Submit	<input type="text"/>	<input type="text"/>		
	TB Screening	Not Submit	<input type="text"/>	<input type="text"/>		
	Hepatitis B, 3-dose Series	Not Submit	<input type="text"/>	<input type="text"/>		
	Immune to Varicella (Chickenpox)	Not Submit	<input type="text"/>	<input type="text"/>		

Questions & Answers

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

**Ashton DeLoy Densley:05/20/15 12:08 PM:** My doctor said I could not receive the MMR immunization because of my pregnancy. Can this requiremen

Documents on File

[Upload New Documents](#)

Info	Document Type	Origination Date	Upload Date	
	Criminal Background Check	<input type="text" value="01/11/2013"/>	<input type="text" value="01/18/2013 3:00:53PM"/>	
	Tdap Dose	<input type="text" value="12/12/2005"/>	<input type="text" value="01/18/2013 2:58:34PM"/>	
	Influenza Vaccine	<input type="text" value="09/19/2013"/>	<input type="text" value="01/06/2014 12:22:36PM"/>	
	Influenza Vaccine	<input type="text"/>	<input type="text" value="05/20/2015 12:17:54PM"/>	
	SAM 5 Drug Screen	<input type="text" value="01/11/2013"/>	<input type="text" value="01/18/2013 3:01:06PM"/>	
	MMR Immunization	<input type="text" value="10/03/1991"/>	<input type="text" value="01/18/2013 2:56:38PM"/>	
	TB Screening	<input type="text" value="01/14/2013"/>	<input type="text" value="01/18/2013 2:52:05PM"/>	
	Hepatitis B, 3-dose Series	<input type="text" value="08/16/2006"/>	<input type="text" value="01/18/2013 2:57:47PM"/>	
	Immune to Varicella (Chickenpox)	<input type="text" value="11/20/2012"/>	<input type="text" value="01/18/2013 2:49:47PM"/>	



[Return to Application](#)

# Student Obligation Documents Page



# Student Obligation Documents page

- ▶ **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 down and up arrows will expand or collapse the section.
- ▶ **Documents on File**
  - This section of the Student Obligation page will display all of the documents that have been uploaded to the internship application.
- ▶ **Questions & Answers**
  - Students, coordinators, and the Internship Office can communicate regarding the required documents on this page. It is intended to function as a type of chat functionality.
  - When the Internship Office or a coordinator responds to the question, the student will be informed in an email of the response.



# Required Documents ... section(s)

- ▶ Click on the Student and Department Obligations link to open the informational requirements in a new pop-up window.

Each of the columns in this section are 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 obligation document in a new window.
- ▶ Document Type column displays the name of the document type that is required in BYU's agreement with the Internship Provider.
- ▶ The Origination date column has a drop-down arrow which will allow the student, coordinator, or Internship Office to select a document with the correct origination date for that particular semester. The origination date is entered in the Documents on File section.
- ▶ 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.
- ▶ The trash icon will delete this document from this section.

- ▶ The Status column is modified by the Internship Office. The Internship Office will review and verify all the uploaded documents to confirm that the documents fulfill the requirements outlined in BYU's agreement with the Internship Provider.
  - **Not Submit:** No documents have been uploaded that fulfill this requirement
  - **Pending:** The document has been uploaded but not yet reviewed by the Internship Office. The Internship Office will review a document within the business hours of the same day it has been uploaded.
  - **Accepted:** The Internship Office has reviewed and accepted that document as fulfilling the requirement outlined by BYU's agreement with the Internship Provider.
  - **Denied:** The Internship Office has reviewed and denied the document. An explanation may be in the Questions & Answers section.
  - **Exempt:** The student is exempt from that particular requirement. Documentation of that exemption may or may not be required.

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	<input type="text"/>		📄	🗑️
📄	Influenza Vaccine	Not Submit	<input type="text"/>		📄	🗑️
📄	SAM 5 Drug Screen	Not Submit	<input type="text"/>		📄	🗑️
📄	MMR Immunization	Not Submit	<input type="text"/>		📄	🗑️
📄	TB Screening	Not Submit	<input type="text"/>		📄	🗑️

# 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 columns in this section are explained below:

- ▶ The information icon will display information regarding document requirements in a hover.
- ▶ The PDF icon will open a PDF of the uploaded student obligation document in a new window.
- ▶ The Document Type displays the name of the document type.
- ▶ 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 Internship Office has accepted the document in the Required Documents section.

Other buttons and icons on this page are explained below:

- ▶ The Upload New Documents button will open a list of document types.
- ▶ The save icon saves all changes to this page including uploaded and deleted documents, notes written in the Questions & Answers section, or changes to the origination date for the documents. **Save regularly while using this page.**
- ▶ The Return to Application button will take the student to the Internship Application Home Page.

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	08/16/2006	01/18/2013 2:57:47PM	🗑️
ⓘ	📄 Immune to Varicella (Chickenpox)	11/20/2012	01/18/2013 2:49:47PM	🗑️

## 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			🔒	🗑️

## Questions &amp; Answers

## 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

Ashton DeLoy Densley:05/20/15 12:08 PM: My doctor said I could not receive the MMR immunization because of my pregnancy. Can this requirement

## Documents on File

## Upload New Documents

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	08/16/2006	01/18/2013 2:57:47PM	🗑️
📄	Immune to Varicella (Chickenpox)	11/20/2012	01/18/2013 2:49:47PM	🗑️



Return to Application

Save regularly when making any changes to the Student Obligation Documents page.

Click the save icon to save any changes to this page.

# Submitting a Student Obligations Document

1. Click the upload icon (📎).
2. Click the Browse button.
3. Select a PDF of the document to upload.
4. Click the Open button.
5. Click the Upload button. The Student Obligations page will show the uploaded document.

BYU Internship Office **sastg**

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			
📎	Hepatitis B, 3-dose Series			
📎	Immune to Varicella (Chickenpox)			

File Upload

Libraries > Documents

Search Documents

Organize New folder

Documents library

Includes: 2 locations

Arrange by: Folder

Name	Date modified	Type	Size
9083-04-30-2015	5/8/2015 3:12 PM	Adobe Acr...	304 KB
8545-05-01-2015	5/6/2015 11:09 AM	Adobe Acr...	282 KB
7618-05-04-2015	5/8/2015		
3765-04-28-2015	5/8/2015		
8051-04-27-2015	5/4/2015		
10835	5/11/2015		
10834	5/11/2015		

File name: All Files

Open Cancel

File Attachment

Help

Browse... No file selected.

Upload Cancel

File Attachment

































Help

Browse... Testing PDF Document.pdf

Upload Cancel

⤴ **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		
	 Criminal Background Check	Pending	<input type="text"/>	08/04/2015 2:33:40AM		
	 Tdap Dose	Not Submit	<input type="text"/>			
	 Influenza Vaccine	Not Submit	<input type="text"/>			
	 SAM 5 Drug Screen	Not Submit	<input type="text"/>			
	 MMR Immunization	Not Submit	<input type="text"/>			
	 TB Screening	Not Submit	<input type="text"/>			
	 Hepatitis B, 3-dose Series	Not Submit	<input type="text"/>			
	 Immune to Varicella (Chickenpox)	Not Submit	<input type="text"/>			

## Student Obligations Page with a document uploaded

Next students will need to select an Origination Date in the Documents on File section.

# Submitting one document for multiple requirements

1. Click the Upload New Documents button.
2. Select the document types on the Student Obligation Documents list.
3. Click the UPLOAD button.
4. Click the Browse button.
5. Select a PDF of the document.
6. Click the Open button.
7. Click the Upload button. The Student Obligations page will show the uploaded document.

The screenshot illustrates the process of uploading a document to a system. It features several overlapping windows:

- Documents on File:** A table showing a list of documents with columns for 'Info', 'Document Type', 'Origination Date', and 'Upload Date'. A green 'Upload New Documents' button is visible in the top right corner.
- Student Obligation Documents:** A list of document types with checkboxes. The 'Criminal Background Check' is selected. A red box highlights the 'UPLOAD' button at the bottom of this list.
- File Attachment Dialog:** A small dialog box with a 'Browse' button, 'Upload', and 'Cancel' buttons. A red arrow points from the 'Browse' button to the File Explorer window.
- File Explorer:** A Windows File Explorer window showing the 'Documents' library. A red box highlights a PDF file named 'Testing PDF Document.pdf'. A red arrow points from this file back to the 'File Attachment' dialog.

# Selecting an Origination Date in the Documents on File section

1. Click on the calendar icon or type the date (MM/DD/YYYY).
2. Click the save icon.
3. Select the correct date in the required documents section.

Documents on File Upload New Documents

Info	Document Type	Origination Date	Upload Date
📄	TB Screening	10/08/2013	12/05/2013 2:15:20PM
📄	Criminal Background Check		08/04/2015 2:33:40AM
📄	Hepatitis B, 3-dose Series		08/04/2015 4:22:42AM
📄	Tdap Dose		08/04/2015 4:22:42AM
📄	Influenza Vaccine		08/04/2015 4:22:42AM
📄	MMR Immunization		08/04/2015 4:22:42AM
📄	Immune to Varicella (Chickenpox)		08/04/2015 4:22:42AM

Return to Application

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	2015-05-14	
📄	Immune to Varicella (Chickenpox)	Pending	2015-05-14	05/21/2015 1:58:50AM

# Adding an Internship Class After the Add/Drop Deadline for a Semester/Term

The screenshot shows an email titled "Internship Application Approved" and a website page with a calendar and a news section. The email text is as follows:

Subject: Internship Application Approved

Dear Susan Student:

Thank you for completing all of the Internship Office requirements. You are now cleared to register for **DANCE 399R 003** for Fall Semester 2015.

Contact your Department Internship Coordinator or department secretary to find out if there are additional requirements to clear or if you are having difficulties adding the course.

The add deadline has passed. After your internship coordinator and the Internship Office have approved your application, you must petition through the Records/Registration Office to add this course. [Click here to access a copy of the Late Registration Form.](#)

Janelle Christensen  
1132 RB  
(801) 422-2570  
[janelle\\_christensen@byu.edu](mailto:janelle_christensen@byu.edu)

The Internship Office  
5435 HBL  
Provo, UT 84602  
801-422-3337  
[Internship@byu.edu](mailto:Internship@byu.edu)

The website page includes a calendar for August and a news section with a table of events.

P#	A**	Note	Sec
P	-	Y	006
P	-	Y	007
P	-	Y	008

**Missed the Add/Drop Deadline?**  
**Need to add the course?**  
Upon approval of your internship application by your department internship coordinator and the Internship Office you may register for your internship class after the add/drop deadline and before the Discontinuance Deadline by filling out the Late Internship Registration Form and submitting it to the Records/Registration Office. This form can be downloaded [here](#).

- ▶ Internship classes can be added after the Add/Drop deadline until the Discontinuance deadline (see the [Academic Calendar](#) regarding those dates).
- ▶ Access the Late Internship Registration Form with the link in the approval email from the Internship Office or from the [Internship Office website](#).



# Late Internship Registration Form

1. Enter all the information regarding the internship course in the table.
  - Student Name (I.E. Marion Robert Morrison)
  - BYU ID # (I.E. 000000000)
  - Teaching Area (I.E. COMMS)
  - Registration # (I.E. 399R)
  - Section # (I.E. 001)
  - Semester/Term Enrolled (I.E. Fall)
  - Year (I.E. 2015)
  - Credit Hours (I.E. 3)
  - Internship Start Date – End Date (I.E. 10/15/2015-11/19/2015)
  - Application Approval Date (Internship Office approval date I.E. 9/26/2015)
2. Obtain the department internship coordinator signature and date on the Department Internship Coordinator line.\*
 

*\*The department internship coordinator will only sign this form after your online internship application has been approved by the Internship Office.*
3. Sign and date the Student Signature line.
4. Take the completed form to the Records/Registration Office at B-150 ASB within 5 business days of the Internship Office's approval date—but prior to the discontinuance deadline of the current semester or term.



## LATE INTERNSHIP REGISTRATION FORM

INTERNSHIP OFFICE, BRIGHAM YOUNG UNIVERSITY

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**INSTRUCTIONS:** If you are adding an internship course after the add/drop deadline and before the discontinuance deadline of the current semester or term, please follow the instructions below.

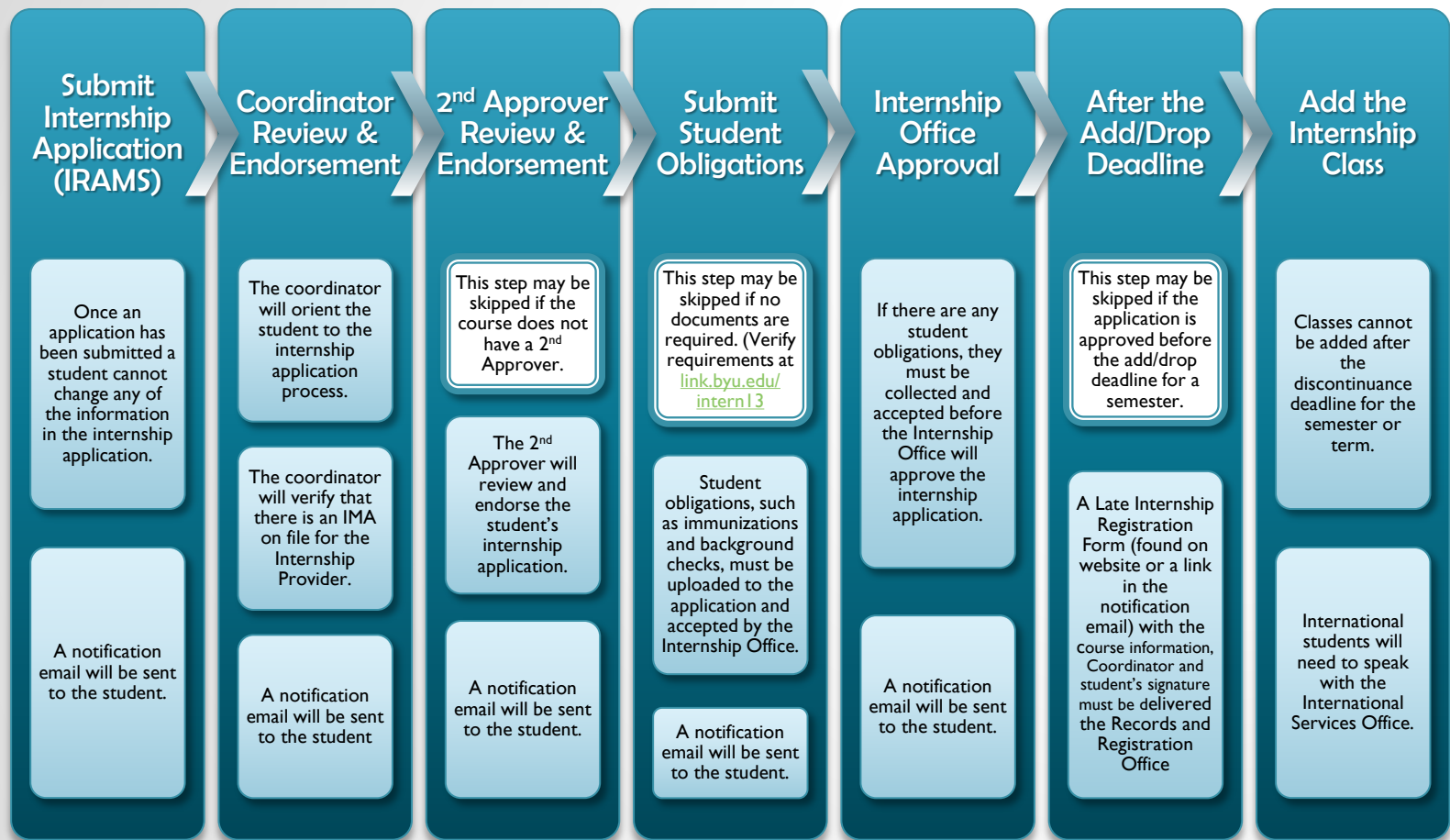
1. Enter all the information in the boxes below.
2. Obtain your department internship coordinator signature and date on the Department Internship Coordinator line below. \*
 

*\*Please note that your department internship coordinator will only sign this form after your online internship application has been approved by the Internship Office.*
3. Sign and date on the Student Signature line below.
4. Take the completed form to the Records/Registration Office at B-150 ASB within 5 business days of the Internship Office's approval date—but prior to the discontinuance deadline of the current semester or term.

Student Name	BYU ID #	
Teaching Area	Registration #	Section #
Semester/Term Enrolled	Year	Credit Hours
Internship Start Date	End Date	Application Approval Date

Department Internship Coordinator Signature	Date
Student Signature	Date

Rev. 27 January 2015



## IRAMS Internship Application Process Overview

An overview of the internship application process.