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American Studies

Coordinator name: Jill Rudy
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 1-2 hours
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: So far, we have minimal contact with experience providers. Most students work with established programs like the Utah Governor's office internship, Washington seminar, Wilson Folklore Archives.
How are relationships cultivated with experience providers:
Additional comments: Again, we have minimal contact with experience providers. But, we want to establish sound relationships, and we need to better understand the agreements that the university makes with the experience providers.

Percent of internships receiving financial compensation (2009): We don't keep track of this information
Percentage of internships in Utah (2009): We don't keep track of this information
Percentage of internships outside the U.S. (2009): We don't keep track of this information
Department funding for internships: No
Percentage of students receiving department funding (2009): We don't keep track of this information
Fundraising efforts: Yes - the college probably is, not our program
Reasons why students don’t participate in internships:
Additional comments: Our internship course, Am St 399R, was only instigated this current school year, 2009-2010, so we have not tracked previous information. Students received credit before either through Washington seminar and political science or through the department affiliated with the American studies program coordinator. It is a great benefit to have our own American studies designated internship course. We need advice about what kind of information to compile and track about internships.

Majors: American Studies
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: I'm not sure
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Paper(s), readings, evaluation from supervisor
Coordinator name: David J. Johnson
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 4 hours
Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments: We do not have a specific website for internships though our Department web site has a section describing internships and the steps to take in order to use them. Internships can fulfill three hours of elective credit for graduation.

How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Frequently
How experience providers are screened:
How are relationships cultivated with experience providers: Thank-you notes, site visits, department or college collateral material
Additional comments:

Percent of internships receiving financial compensation (2009): 60%-69%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They believe their course loads are already too heavy, they do not need the credit, an internship is not essential for this major

Additional comments:

Majors: Archaeology
Course numbers used: 399R, 593R
Internship Course required: No
Work hours required per credit: Varies depending on provider
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: No
Type of grade given: Letter grade
Academic requirements: Project, readings, evaluation from supervisor
Asian and Near Eastern Languages

Coordinator name: Masakazu Watabe

Type of position at BYU: Full-time faculty

Average number of hours spent on internships a week: 10-20 hours

Help with internship duties: undergraduate student

Do you have an Internship Oversight Committee: No

Do you maintain an internship website: No

Additional comments: We do not have a specific website for internships though our Department web site has a section describing internships and the steps to take in order to use them. Internships can fulfill three hours of elective credit for graduation.

How students locate experience providers: We match them up with an experience provider and they find their own

Do you maintain a current list of experience providers: Yes

How often do experience providers contact you to post internships: Always

How experience providers are screened: We interview them

How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, gifts or gift cards

Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%

Percentage of internships in Utah (2009): 0%-9%

Percentage of internships outside the U.S. (2009): 0%-9%

Department funding for internships: No

Percentage of students receiving department funding (2009): 0%-9%

Fundraising efforts: No

Reasons why students don’t participate in internships: They believe their course loads are already too heavy, they do not need the credit, the internship credit does not meet a graduation requirement, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship, an internship is not essential for this major.

Additional comments:

Majors: Japanese

Course numbers used: 399R

Internship Course required: No

Work hours required per credit: The credits are not tied with the hours they work, but are tied with the academic work they do while they are interning.

Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination

Syllabus: Yes

Type of grade given: Letter grade

Academic requirements: project, portfolio, paper(s), journals, readings, weekly reports, evaluation from supervisor, student evaluation of internship provider
Business Management

Coordinator name: Brent D. Wilson
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 2 hours
Help with internship duties: undergraduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes

Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened:
How are relationships cultivated with experience providers: Department or college collateral material

Additional comments:

Percent of internships receiving financial compensation (2009): 70%-79%
Percentage of internships in Utah (2009): 50%-59%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No

Reasons why students don’t participate in internships: They do not understand the value of an internship, the internship credit does not meet a graduation requirement

Additional comments:

Majors: Business Management
Course numbers used: 199R, 496R
Internship Course required: No

Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider

Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Paper(s), weekly reports, evaluation from supervisor
**Business Management**

Coordinator name: Ryan Christensen  
Type of position at BYU: administrative staff  
Average number of hours spent on internships a week: 8 hours  
Help with internship duties: undergraduate student  
Do you have an Internship Oversight Committee: No  
Do you maintain an internship website: Yes  

Additional comments:

How students locate experience providers: They find their own  
Do you maintain a current list of experience providers: Yes  
How often do experience providers contact you to post internships: Frequently  
How experience providers are screened: We require the students to fill out an experience provider sheet to establish goals with their experience provider.  
How are relationships cultivated with experience providers: Department or college collateral material  

Additional comments:

Percent of internships receiving financial compensation (2009): We don't keep track of this information  
Percentage of internships in Utah (2009): We don't keep track of this information  
Percentage of internships outside the U.S. (2009): We don't keep track of this information  
Department funding for internships: No  
Percentage of students receiving department funding (2009): We don't keep track of this information  
Fundraising efforts: No  
Reasons why students don’t participate in internships: They do not understand the value of an internship  

Additional comments:

Majors: Management (Finance, Supply Chain, Marketing, Strategy, OBHR, General, Entrepreneurship)  
Course numbers used: 199R, 496R  
Internship Course required: No  
Work hours required per credit: 50 hours  
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider  
Syllabus: Yes  
Type of grade given: Letter grade  
Academic requirements: Paper(s), weekly reports, evaluation from supervisor
Chemical Engineering

Coordinator name: William Pitt
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 1 hour
Help with internship duties: secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments: Our website is a link in the School of Technology Internship website, so they maintain it not me. I just provide content to them and they do the rest.

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: The providers are usually recruiters from large chemical companies, and we know them personally, as well as the work the interns usually do. For those rare ones that we do not know, I usually contact them and ask.

How are relationships cultivated with experience providers: Lunch with experience providers, department or college collateral material, career fair invites
Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 10%-19%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not understand the value of an internship, they believe their course loads are already too heavy, they do not need the credit, the internship credit does not meet a graduation requirement, they cannot afford to do an unpaid internship, an internship is not essential for this major

Additional comments:

Majors: Chemical engineering
Course numbers used: 199R
Internship Course required: No
Work hours required per credit: 400 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectation, grading procedures, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: No
Type of grade given: Pass/Fail
Academic requirements: Paper(s)
Chemistry and Biochemistry

Coordinator name: Matthew Asplund
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: about an hour
Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: I talk with the supervisor to get a direct description of their duties.
How are relationships cultivated with experience providers: Site visits, department or college collateral material
Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: There are not enough grants, scholarships or other financial aid to enable students to afford to travel or take time to complete an internship, an internship is not essential for this major
Majors: Chemistry and Biochemistry
Course numbers used:
Internship Course required: No
Work hours required per credit: 10-15 hours
Discussion topics of pre-internship orientation: Registration procedures, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: No
Type of grade given: Pass/Fail
Academic requirements: Portfolio, paper(s)
Clinical Psychology Graduate Program

Coordinator name: Elizabeth Norton
Type of position at BYU: administrative staff
Average number of hours spent on internships a week: 15 hours
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: No

Additional comments: Please note that I am referring only to the Clinical Psychology Doctoral Internship Program, not the Psychology Department that works with primarily undergraduate internships. We do not have a website, because our placements are restricted to only the students in our PhD program who have completed certain coursework and who are matched to sites by me, along with those who enter a National Matching Service for their 5th-year APA Internship. These students have access to directories of sites privately.

How students locate experience providers: National Matching Service
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: These experience providers are clinical psychologists with whom we have a professional relationship. They are paying good wages to hire externs who can fulfill professional responsibilities.

How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, department or college collateral material, training hours

Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 80%-89%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships:
Additional Comments: All of our students complete internships; it’s a requirement of graduation, and they are eager to do so!

Majors: Clinical Psychology PhD students
Course numbers used: 700R, 745, 746, 747, 748
Internship Course required: Yes
Work hours required per credit: Variable: 5th year full-time internship is 2000 hours for a total of 6 credits during the academic year; for clerkships the number of hours is 60/credit; for externships it is usually 10-20 for the 1/2 credit

Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination

Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Class meetings, evaluation from supervisor, student evaluation of internship provider, products submitted to provider - confidential in nature
Communication Disorders

Coordinator name: Lee Robinson
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 10-15 hours
Help with internship duties: Secretary, graduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: 1. Site visit prior to placing the student to orient the internship supervisor re: expectations. 2. Provide written document of policies/procedures 3. Make email and phone contact during internship 4. use same supervisors again to establish relationships of trust/mentoring 5. provide CEUs in SLP topic areas
How are relationships cultivated with experience providers: lunch with experience providers, site visits, department of college collateral material, Continuing Educaiton Credits
Additional comments:

Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships:
Additional Comments: All of our students, except communications studies, are required to do an internship prior to graduation. They are actually encouraged to do more than one and most students do several because they know the value of the experience, plus the benefits of adding to their network of contacts.
Majors: Communication Disorders
Course numbers used: 688R
Internship Course required: Yes
Work hours required per credit: approximately 150 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Project, class meetings, evaluation from supervisor
Communications

Coordinator name: Connie Cluff
Type of position at BYU: Permanent part-time staff
Average number of hours spent on internships a week: 20-25 hours
Help with internship duties: Undergraduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments: We also produce a weekly electronic newsletter alerting students to the new internship and job listings as well as deadlines and other announcements.

How students locate experience providers: We post listings and they apply if interested or they find their own internship. They are matched to an employer only if they are selected for the New York or Chicago internship programs.

Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: We provide answers to their questions and provide them with an overview of our program and the requirements of the department for our capstone internship before they post their opening on our website. There is general information on the web page as well. If students find their own internship, the student provides the needed paperwork and we answer questions as needed.

How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers. Our students are our best advertisement. If they perform well enough the employers want more interns just like the one(s) they’ve had.

Additional comments:

Percent of internships receiving financial compensation (2009):
Percentage of internships in Utah (2009): 50%-59%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - We offer scholarships, talent awards for tuition, and some housing grants for those who have to move to do the internship
Percentage of students receiving department funding (2009):
Fundraising efforts: Yes. I’m not involved enough to know what they’re doing, but we have been told that both the college and department are working with donors to help fund internships in the future.

Reasons why students don’t participate in internships:

Additional Comments: All of our students, except communications studies, are required to do an internship prior to graduation. They are actually encouraged to do more than one and most students do several because they know the value of the experience, plus the benefits of adding to their network of contacts.

Majors: Advertising, broadcast journalism, print journalism and public relations
Course numbers used: 496R and starting Fall 2010, 399R
Internship Course required: Yes
Work hours required per credit: 70 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Pass/Fail
Communications Cont.

Academic requirements: Portfolio, paper(s), weekly reports, evaluation from supervisor, student evaluation of internship provider, Organizational chart and mission statement of the organization early in the internship so they have a good understanding of how things work. We require a resume and the broadcast students produce a resume tape also.

Majors: All--We currently are supervising 396R students doing internships. This will change to 399R in fall 2010.
Course numbers used: No
Internship Course required: No
Work hours required per credit: There isn’t a required number of hours for this course. It’s only 1 credit.
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator
Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: paper(s), weekly reports, evaluation from supervisor, student evaluation of internship provider
Computer Science

Coordinator name: Dennis Ng
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 1/2 hour
Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: Each internship provider is required to submit an appointment letter for hiring anyone of our (international) students. The appointment letter must detail the job requirements (hardware/software), the nature of the job, and the experience required. Without all this information in a letter, our department will not approve the internship position and the student will not be allowed to enroll in our internship class.
How are relationships cultivated with experience providers: Department of college collateral material
Additional comments: Even though our department does not maintain a current list or database of experience providers, we have a Job Board website where internship providers can post any internship positions (full and part time). The Job Board website is frequently visited by our students who are interested in an internship position, and the website is maintained by the department system administrators and their assistants.

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 80%-89%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: The internship does not meet a graduation requirement, an internship is not essential for this major
Additional Comments:

Majors: Computer Science
Course numbers used: 199R
Internship Course required: No
Work hours required per credit:
Discussion topics of pre-internship orientation: Registration procedures, grading procedures
Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: No academic requirements
Counseling Psychology

Coordinator name: Aaron Jackson
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 2 hours
Help with internship duties: secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: We have a list of criteria they must meet
How are relationships cultivated with experience providers: Lunch with experience providers, site visits, training days
Additional comments:
Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 20%-29%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - assistantships
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: An internship is not essential for this major
Additional Comments:

Majors:
Course numbers used: 688R
Internship Course required: Yes
Work hours required per credit: 250 hours
Discussion topics of pre-internship orientation: Registration procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: No
Type of grade given: Letter grade
Academic requirements: Evaluation from supervisor
David M. Kennedy Center for International Studies

Coordinator name: Debbie Kinjo
Type of position at BYU: administrative staff
Average number of hours spent on internships a week: 5 - 10 hours (more or less depending on what week it is in the semester)
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: No
Additional comments: I am able to submit internship opportunities to the Kennedy Center website as needed.

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: We request a description of intern duties and expectations to have the faculty advisor over the major determine beforehand if there is a correlation between the internship experience and the student’s academic coursework.
How are relationships cultivated with experience providers: Thank-you notes, site visits
Additional comments:
Percent of internships receiving financial compensation (2009): We don’t keep track of this information
Percentage of internships in Utah (2009): We don’t keep track of this information
Percentage of internships outside the U.S. (2009): We don’t keep track of this information
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not understand the value of an internship, they cannot afford to do an unpaid internship

Additional Comments: The Latin American Studies major compels all students to do an internship as part of their required coursework and the Middle East Studies/Arabic major requires all students to participate in a Study Abroad as part of their curriculum. The other four majors offered through the Kennedy Center, as well as our minors, offer the option of doing an internship for academic credit, if first approved by the faculty advisor, to be counted as a substitution for one of the required courses.

Majors: Latin American Studies, International Relations, European Studies, Asian Studies
Course numbers used: 399R
Internship Course required: Yes
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade

Academic requirements: paper(s), journals, readings, weekly reports, evaluation from supervisor, student evaluation of internship provider, exit survey between student and internship coordinator
Department of Aeronautical Science

Coordinator name: Colonel Brent Johnson
Type of position at BYU: Air Force ROTC
Average number of hours spent on internships a week:
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: No
Additional comments: I’m the approval authority for any internships. We use internships on a very limited basis for our ROTC cadets for special AF oriented projects in developing project management skills.

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Always
How experience providers are screened: My experience providers are active duty AF officers here on my staff. I personally hire each one based on their experience.
How are relationships cultivated with experience providers: Work for me

Additional comments:
Percent of internships receiving financial compensation (2009): We don’t keep track of this information
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: An internship is not essential for this major

Additional Comments:

Majors: Aerospace Studies
Course numbers used: 399R
Internship Course required: No
Work hours required per credit:
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination

Syllabus: No
Type of grade given: Pass/Fail

Academic requirements: Project, readings, weekly reports, evaluation from supervisor, as required
Coordinator name: Lars Lefgren
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 1 hour
Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:
How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened:
How are relationships cultivated with experience providers:
Additional comments:
Percent of internships receiving financial compensation (2009): 70%-79%
Percentage of internships in Utah (2009): 70%-79%
Percentage of internships outside the U.S. (2009): We don't keep track of this information
Department funding for internships: Yes-grants
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: Yes
Reasons why students don't participate in internships: They do not need the credit, the internship credit does not meet a graduation requirement, an internship is not essential for this major.
Additional Comments:
Majors: Economics
Course numbers used: 199R
Internship Course required: No
Work hours required per credit: We only give 1 credit for an internship, regardless of hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, and grading procedures
Syllabus: No
Type of grade given: Pass/Fail
Academic requirements: paper(s)
Educational Leadership and Foundations

Coordinator name: Pam Hallam
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 8-10 hours
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: Thank-you notes, lunch with experience providers, site visits, gifts or gift cards, training days, department or college collateral material
How are relationships cultivated with experience providers:
Additional comments:

Percent of internships receiving financial compensation (2009): 10%-19%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - small scholarships per semester - not just for internships
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: Yes
Reasons why students don’t participate in internships: They cannot afford to do an unpaid internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship
Additional Comments:

Majors: School leadership
Course numbers used: 632R
Internship Course required: No
Work hours required per credit: 150 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: Project, portfolio, journals, weekly reports, evaluation from supervisor, student evaluation of internship provider, checklist of required activities
Coordinator name: DJ Lee
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 1/2 hour
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened:
How are relationships cultivated with experience providers: Department or college collateral material
Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): We don't keep track of this information
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No

Reasons why students don't participate in internships: They do not realize they can do an internship, they do not understand the value of an internship, they do not need the credit, they cannot afford to do an unpaid internship, an internship is not essential for this major
Additional Comments:

Majors:
Course numbers used: 199R
Internship Course required: No
Work hours required per credit:
Discussion topics of pre-internship orientation: Registration procedures
Syllabus: No
Type of grade given: Pass/Fail
Academic requirements:
Coordinator name: Beverly Harmon

Type of position at BYU: Teaches two senior seminars in overload

Average number of hours spent on internships a week: At the beginning of each semester up to 12 hours. The rest of the semester up to 5 hours. My secretaries spend much more time.

Help with internship duties: Secretary, undergraduate student

Do you have an Internship Oversight Committee: Yes

Do you maintain an internship website: Yes

Additional comments: Each program and department have their own oversight committee. My office is the oversight committee to their committees.

How students locate experience providers: We match them up with an experience provider and they find their own.

Do you maintain a current list of experience providers: No

How often do experience providers contact you to post internships: Frequently

How experience providers are screened: The students submit and information sheet before the internship is approved that states what the student will be doing in the internship. Each department and program has a faculty that goes over the job description with the student and notifies me that the internship meets their requirements. The student brings the information sheet to my office. I also look over the job description. If I question if it meets the units or university rules I will talk with the faculty member who signed it or one of the Associate Deans, or the program/department chair. We have not had a problem with the internships not being quality internships. The companies want the special skills our students have to offer. Also are Dean’s office and faculty talk with companies to encourage them to provide internships for our students.

How are relationships cultivated with experience providers: Thank-you notes, The experience provider completes an exit interview with the student and exit survey that is emailed to our office. If there is something that needs improving we call the provider.

Additional comments: The faculty visit many of our experience providers. Also many of them are sponsors to our capstone program. I feel that it is more important for the faculty to develop working relationships with the companies than my office. Faculty and the Dean’s office will take them to lunch. Our college also has its own career fair. We work closely with the companies that come or want to come to our career fairs.

Percent of internships receiving financial compensation (2009): 90%-100%

Percentage of internships in Utah (2009): 80%-89%

Percentage of internships outside the U.S. (2009): 10%-19%

Department funding for internships: Yes - a few international internships

Percentage of students receiving department funding (2009): 0%-9%

Fundraising efforts: Yes - Our Assistant Dean, David Anthony is responsible for all of our fundraising efforts

Reasons why students don’t participate in internships: They do not need the credit, the internship credit does not meet a graduate requirement, they cannot afford to do an unpaid internship, there are not enough grants, scholarships, or other financial aid to enable students to afford travel or take time to complete an internship, an internship is not essential for this major.

Additional Comments: Only three of our majors require internships. The rest strongly encourage the students to do work experience. The economy is making internships more necessary for employment after graduation. Therefore, more students are going to seek out internships. Since, most departments and programs do not require that the student do an internship for credit. I see most just doing more work experiences calling them not for credit internships. The departments and programs that do not require internships is because they cannot add more credit to their majors without deleting a credit course that they need for accreditation.
Majors: Construction Management, Civil Engineering & Environmental Engineering, Electrical & Computer Engineering, Mechanical Engineering, Chemical Engineering
Course numbers used: 199R
Internship Course required: No
Work hours required per credit: 60 hours per credit except for Chemical Engineering which requires 400 hours per credit
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: Paper(s), readings, evaluation from supervisor, student evaluation of internship provider, responding to 2 emails from my office

Majors: Facility and Property Management
Course numbers used: 199R
Internship Course required: Yes
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Paper(s), readings, evaluation from supervisor, student evaluation of internship provider, responding to 2 emails from my office

Majors: Facility and Property Management
Course numbers used: 399R
Internship Course required: Yes
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: Project, portfolio, paper(s), readings, evaluation from supervisor, student evaluation of internship provider, respond to 2 emails from the office
Engineering & Technology Cont.

Majors: Industrial Design
Course numbers used: 399R
Internship Course required: Yes
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Project, portfolio, paper(s), readings, evaluation from supervisor, student evaluation of internship provider, respond to 2 emails from the office

Majors: Information Technology
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Paper(s), readings, evaluation from supervisor, student evaluation of internship provider, responding to 2 emails from my office

Majors: Manufacturing Engineering Technology
Course numbers used: 399R
Internship Course required: Yes
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), readings, weekly reports, evaluation from supervisor, student evaluation of internship provider, respond to 2 emails from the office
English

Coordinator name: Phillip A. Snyder
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 2 hours
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No - we're working on developing such a website
Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: I usually meet or communicate with the key contact person.
How are relationships cultivated with experience providers:
Additional comments: These are all good things to consider. It's good to know that other departments take the time and resources to cultivate relationships. We need to do more of that.

Percent of internships receiving financial compensation (2009): We don't keep track of this information
Percentage of internships in Utah (2009): We don't keep track of this information
Percentage of internships outside the U.S. (2009): We don't keep track of this information
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not understand the value of an internship, they believe their course loads are already too heavy, they do not need the credit, they cannot afford to do an unpaid internship
Additional Comments:

Majors: English
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), journals, weekly reports, evaluation from supervisor
Coordinator name: Phillip A. Snyder
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 2 hours
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No - we’re working on developing such a website
Additional comments:
How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: I usually meet or communicate with the key contact person.
How are relationships cultivated with experience providers:
Additional comments: These are all good things to consider. It’s good to know that other departments take the time and resources to cultivate relationships. We need to do more of that.
Percent of internships receiving financial compensation (2009): We don’t keep track of this information
Percentage of internships in Utah (2009): We don’t keep track of this information
Percentage of internships outside the U.S. (2009): We don’t keep track of this information
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not understand the value of an internship, they believe their course loads are already too heavy, they do not need the credit, they cannot afford to do an unpaid internship
Additional Comments:
Majors: English
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), journals, weekly reports, evaluation from supervisor
Exercise Sciences

Coordinator name: Larry Tucker
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 1 hour
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: Talk to them on the phone, visit the site, send a grad student to evaluate the site
How are relationships cultivated with experience providers: Site visits, tell them thank you
Additional comments:

Percent of internships receiving financial compensation (2009): 80%-89%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not understand the value of an internship, they believe their course loads are already too heavy, an internship is not essential for this major
Additional Comments:

Majors: Graduate students in health promotion
Course numbers used: 599R
Internship Course required: No
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: project, journals, weekly reports, evaluation from supervisor
Exercise Science

Coordinator name: Maggie Shibla
Type of position at BYU: Staff
Average number of hours spent on internships a week: Beginning of Semester about 20--30 hours; once registration is complete 5--10 hours per week.

Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes

Additional comments: We now have only one internship in the department, so internship information is not on a dedicated site, but located with the degree information. I’m in the process of trying to transfer over Coaching Internship duties to the Teacher Education Department, but they are not ready for it yet and don’t have a person lined up.

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: We don’t really screen providers. We do encourage a description of what they’ll be doing, and as long as it relates to their course of study, we accept it. The faculty advisor is supposed to maintain contact with interns in case of problems or difficulties. We also encourage lots of questions to make sure interns understand what’s right or wrong.

How are relationships cultivated with experience providers:
Additional comments: As a secretary/internship coordinator, I don’t do anything except take job information if they contact me and post it on Internships.com. I don’t know what, if anything, faculty advisors do.

Percent of internships receiving financial compensation (2009): We don’t keep track of this information
Percentage of internships in Utah (2009): 80%-89%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No

Reasons why students don’t participate in internships: An internship is not essential for this major

Additional Comments: The two “official” internships we have are required (Exercise & Wellness and Coaching). Students in Exercise Science are no longer required to complete an internship, but many choose to, anyway. We send them to StDev 399R to fulfill that requirement as it is on their MAP sheet. Faculty in Exercise Science didn’t feel that doing shadowing hours was a legitimate “internship” and didn’t want to spend the time and energy required to fulfill academic requirements that didn’t actually exist.

Majors: Exercise & Wellness
Course numbers used: 399R
Internship Course required: Yes
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, The university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Project, paper(s), journals, weekly reports, evaluation from supervisor, student evaluation of internship provider, http://exercisesciences.byu.edu/Portals/14/docs/EW/EW_Pkt_IRAMS.pdf
Exercise Science Cont.

Majors: Coaching & Teaching Physical Education Minor
Course numbers used: 399R
Internship Course required: Yes
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, The university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade

Majors: Health Promotion
Course numbers used: 599R, 688R
Internship Course required: No
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: project, paper(s) journals, evaluation from supervisor, student evaluation of internship provider, anything more required by faculty advisor
Coordinator name: Dawna Miner
Type of position at BYU: Staff
Average number of hours spent on internships a week: 40 hours
Help with internship duties: Undergraduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:
How students locate experience providers: We assist students in applying to 8-12 providers
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: Providers submit an online questionnaire describing the internship duties and what students will learn from their experiences.
How are relationships cultivated with experience providers: Site visits, evaluation phone calls to each provider
Additional comments:
Percent of internships receiving financial compensation (2009): 40%-49%
Percentage of internships in Utah (2009): 20%-29%
Percentage of internships outside the U.S. (2009): 10%-19%
Department funding for internships: Yes - Washington Seminar grants; Hinckley/Fulton Grants
Percentage of students receiving department funding (2009): 30%-39%
Fundraising efforts: No
Reasons why students don’t participate in internships: They believe their course loads are already too heavy, they cannot afford to do an unpaid internship, there are not enough grants, scholarships or other financial aid to enable students to afford to travel or take time to complete an internship, an internship is not essential for this major
Additional Comments:
Majors: Political Science
Course numbers used: 399R
Internship Course required: No
Work hours required per credit:
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Portfolio, paper(s), evaluation from supervisor, student evaluation of internship provider
French & Italian

Coordinator name: Yvon Le Bras
Type of position at BYU: Staff
Average number of hours spent on internships a week: 5 hours
Help with internship duties: Undergraduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened:
How are relationships cultivated with experience providers: Site visits
Additional comments:

Percent of internships receiving financial compensation (2009): 80%-89%
Percentage of internships in Utah (2009): 0%-9%
Percentage of internships outside the U.S. (2009): 90%-100%
Department funding for internships: Yes
Percentage of students receiving department funding (2009): 60%-69%
Fundraising efforts: Yes - One of our associate deans is engaged in these fundraising efforts
Reasons why students don’t participate in internships: An internship is not essential for this major
Additional Comments:

Majors: French studies and French teaching
Course numbers used: 399R, Other
Internship Course required: Yes
Work hours required per credit: 35 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Project, portfolio, paper(s), journals, readings, evaluation from supervisor
French & Italian

Coordinator name: Cinzia Donatelli Noble
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 3 hours
Help with internship duties: Undergraduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments: We have a newsletter online, where we include information about internships. Also, the internship information is included in the Kennedy Center website.

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Always
How experience providers are screened: We rely on the Dante Alighieri school, a local institution that is well aware of the opportunities for the students. Also I have researched or visited with each provider.
How are relationships cultivated with experience providers: Thank-you notes, site visits
Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 0%-9%
Percentage of internships outside the U.S. (2009): 90%-100%
Department funding for internships: Yes
Percentage of students receiving department funding (2009): 20%-29%
Fundraising efforts: No
Reasons why students don’t participate in internships: They cannot afford to do an unpaid internship. There are not enough grants, scholarships or other financial aid to enable students to afford to travel or take time to complete an internship.

Additional Comments:

Majors: Our internships in Italy are open to all majors, from Italian, law, pre-med, photography, humanities, curatorial arts, culinary arts, etc.
Course numbers used: 399R
Internship Course required: Yes
Work hours required per credit: approximately 40
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), journals, readings, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider, prep course
French & Italian Cont.

Majors: Many majors
Course numbers used: 399R
Internship Course required: Yes
Work hours required per credit: 40 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), journals, readings, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider, prep course

Majors: Italian, pre-med, law, photography, humanities, curatorial studies, etc.
Course numbers used: 399R
Internship Course required: Yes
Work hours required per credit: 40 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), journals, readings, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider, prep course
Geology

Coordinator name: Thomas Morris
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: I just started in this position. I do not believe the internship program for University credit is well understood by either the faculty or students of our department. Less than 1 hour /week.
Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments: We are developing a new website for the department. Maybe we could incorporate this into our website.
How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened:
How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, department or college collateral material
Additional comments:
Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): We don't keep track of this information
Percentage of internships outside the U.S. (2009): We don't keep track of this information
Department funding for internships: No
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not understand the value of an internship, they do not need the credit, the internship credit does not meet a graduation requirement
Additional Comments: Some the the answers to the last question, I am not even sure about. Students tend to find summer jobs dealing with geology but I believe few even know about doing an internship for credit.
Majors: BS Geology, BS Geology (Environmental Emphasis), BS Earth and Space Science Education
Course numbers used: Do not know ... it may change from semester to semester.
Internship Course required: No
Work hours required per credit: I believe 40 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: No
Type of grade given: Pass/Fail
Academic requirements: Evaluation from supervisor
Health Science

Coordinator name: Rosemary Thackeray
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 8-10 hours
Help with internship duties: secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes

Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: Students have to fill out a form that describes what they would be doing during the internship. If the tasks are not appropriate, it isn’t approved.

How are relationships cultivated with experience providers:

Additional comments:

Percent of internships receiving financial compensation (2009): We don’t keep track of this information
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No
Reasons why students don’t participate in internships: It is required

Additional Comments:

Majors: Public Health
Course numbers used: 496R
Internship Course required: No
Work hours required per credit: 300 hours

Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination

Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Project, portfolio, evaluation from supervisor, student evaluation of internship provider
Coordinator name: Paul Kerry

Type of position at BYU: Full-time faculty

Average number of hours spent on internships a week: It depends - it has increased now that we are offering more for our majors

Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No

Additional comments:

How students locate experience providers: We match them up with an experience provider and they also find their own

Do you maintain a current list of experience providers: Yes

How often do experience providers contact you to post internships: Occassionally

How experience providers are screened: We focus on high quality archives and libraries or make direct contact with local providers.

How are relationships cultivated with experience providers: Site visits

Additional comments:

Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - FHSS Internship Grants
Percentage of students receiving department funding (2009): 20%-29%
Fundraising efforts: Yes - at the college level

Reasons why students don’t participate in internships: They do not realize they can do an internship, they cannot afford to do an unpaid internship, an internship is not essential for this major

Additional Comments:
History

Coordinator name: Amy Harris
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 4 hours
Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: I, or another member of the faculty, usually know the experience provider well before we establish an internship with them.
How are relationships cultivated with experience providers: Site visits, correspondence
Additional comments:

Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 10%-19%
Percentage of internships outside the U.S. (2009): 20%-29%
Department funding for internships: Yes - Mary Lou Fulton Grant for Internships from the college, various donor funds to Center for Family History and Genealogy for the dept
Percentage of students receiving department funding (2009): 50%-59%
Fundraising efforts: Yes
Reasons why students don’t participate in internships: In family history an internship is required for graduation, so none of these apply
Additional Comments:
Majors: Family History
Course numbers used: 496R
Internship Course required: No
Work hours required per credit: 40 hours, plus writing report
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), evaluation from supervisor, student evaluation of internship provider
Humanities

Coordinator name: Charlotte A. Stanford
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 3 hours
Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments:
How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: Mostly we deal with providers with whom we have worked in the past, so we know their suitability. If the provider is new, we review the student’s contract with the provider before we give the internship approval.
How are relationships cultivated with experience providers: Department or college collateral material
Additional comments:
Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not understand the value of an internship, they believe their course loads are already too heavy, they do not need the credit, They cannot afford to do an unpaid internship, There are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship, An internship is not essential for this major.
Additional Comments: Our college would like to see more students take advantage of internships, but many of the students seem to feel that unpaid internships (which is what is usually available in our field) are more effort than they are worth. We would like to change that, but it is a slow process.

Majors: Humanities
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: about 50
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience providert
Syllabus: No
Type of grade given: Letter grade
Academic requirements: Project, portfolio, weekly reports, student evaluation of internship provider
Information Systems

Coordinator name: Ann Sumson
Type of position at BYU: Staff
Average number of hours spent on internships a week: 1 hour
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: No
Additional comments: The Marriott School Business Career center works with potential internship providers and recruiters to assist students in finding meaningful internships. The Information Systems department handles paperwork as students find internships and wish to receive credit for the experiences.

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: We don’t screen them. Most of our students get internships with accounting firms or other large companies that have a streamlined process for interns.
How are relationships cultivated with experience providers: Our department has ties with a few companies through the student club, ASM (Association of Systems Management)
Additional comments: Again, the recruiters and potential employers work mostly with the business career advisement center to provide opportunities for our students.

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): We don’t keep track of this information
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No
Reasons why students don’t participate in internships:

Majors: IT
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: about 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination

Syllabus: No
Type of grade given: Letter grade
Academic requirements: paper(s), evaluation from supervisor, student evaluation of internship provider
Information Systems

Coordinator name: Rayman Meservy
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 1-2 hours
Help with internship duties: secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: Discussion and asking questions
How are relationships cultivated with experience providers: Department or college collateral material
Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 20%-29%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not understand the value of an internship, they do not need the credit

Majors: Information Systems
Course numbers used: 599R
Internship Course required: No
Work hours required per credit: about 1 month
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), evaluation from supervisor, student evaluation of internship provider
Information Technology

Coordinator name: Bret Swan
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 1-2 hours
Help with internship duties: Secretary, undergraduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: Assess them according to the level of the coursework they are in - e.g., 300 level internship needs to do 300-level IT work
How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, department or college collateral material, personal contacts
Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 80%-89%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No
Reasons why students don’t participate in internships: Biggest one - they are married, they do not need the credit, the internship credit does not meet a graduation requirement, they cannot afford to do an unpaid internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship, an internship is not essential to this major

Majors: IT
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: No
Type of grade given: Letter grade
Academic requirements: paper(s), evaluation from supervisor, student evaluation of internship provider

Majors: IT
Course numbers used: 199R
Internship Course required: No
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading
Information Technology Cont.

procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination

Syllabus: No
Type of grade given: Pass/Fail
Academic requirements: paper(s), evaluation from supervisor, student evaluation of internship provider
International Development Minor and Economic Self Reliance Center

Coordinator name: Joan Dixon
Type of position at BYU: Part-time faculty
Average number of hours spent on internships a week: 20-30 hours
Help with internship duties: Undergraduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes

Additional comments: I’m answering for two programs. ESR Center - I work with the Office Administrator International development Internships (Kennedy Center) I work with a staff coordinator in the ISP Office and with undergraduate student facilitators who help with recruitment and preparations. Both places have a website.

How students locate experience providers: We match them up with an experience provider and they also find their own.
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
International Study Programs

Coordinator name: Aaron Rose
Type of position at BYU: administrative staff
Average number of hours spent on internships a week: 40-50 hours
Help with internship duties: secretary, graduate student, undergraduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Always
How experience providers are screened: Always involve a faculty member in assessing the quality of the internship. Going off of experience from previous internship providers. Some tasks that are considered menial in our country can be quite fascinating when approaching it from a different cultural context.
How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, gifts or gift cards, training days, department or college collateral material
Additional comments:

Percent of internships receiving financial compensation (2009): 20%-29%
Percentage of internships in Utah (2009): 0%-9%
Percentage of internships outside the U.S. (2009): 90%-100%
Department funding for internships: Yes - small award of $100-$500 to students in financial need
Percentage of students receiving department funding (2009): 50%-59%
Fundraising efforts: Yes - Our director & dean always working with Philanthropies
Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not understand the value of an internship, they do not understand the value of an internship, they believe their course loads are already too heavy, they do not need the credit, They cannot afford to do an unpaid internship, There are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship, An internship is not essential for this major.

Majors: International Studies Majors. However this question is difficult to answer since I work with all majors on campus. P.S. to answer the question at the bottom of this screen, I don’t supervise internship courses, the faculty do.
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Paper(s), journals, readings, weekly reports, evaluation from supervisor
Coordinator name: Malcom Miguel Botto
Type of position at BYU: administrative staff
Average number of hours spent on internships a week: 15 hours
Help with internship duties: secretary, graduate student, undergraduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments: How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: We invite experience providers for our International Development NGO Fair. We discuss projects they are working with. We rely on faculty from various departments that are working with the different experience providers to provide added information on the quality of the internship.
How are relationships cultivated with experience providers: Site visits, gifts or gift cards, training days, department or college collateral material
Additional comments: Percent of internships receiving financial compensation (2009): 30%-39%
Percentage of internships in Utah (2009): 0%-9%
Percentage of internships outside the U.S. (2009): 90%-100%
Department funding for internships: Yes
Percentage of students receiving department funding (2009): 60%-69%
Fundraising efforts: No
Reasons why students don’t participate in internships: They believe their course loads are too heavy, they do not need the credit, the internship does not meet a graduation requirement, they cannot afford to do an unpaid internship.
Majors: All majors
Course numbers used: 399R, 380R
Internship Course required: Yes
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Project, paper(s), journals, readings, weekly reports, evaluation from supervisor, student evaluation of internship provider
Coordinator name: Randy Davies
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 5 hours
Help with internship duties: secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments: the amount of time I spend per week varies. More at the beginning and end of the semester, much less in the middle. The website is informational. We also run a seminar which informs students about the internship process in IP&T and have students tell about their internships.

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: The student meets with the internship coordinator to discuss potential internships then we have student complete a contract form which explains the duties and is signed by the provider and internship coordinator.
How are relationships cultivated with experience providers: Thank-you notes
Additional comments: We encourage the students to send thank you notes. We tend not to have too much difficulty getting providers interested in the skill of IP&T graduate students. the quality of service tends to be good PR.

Percent of internships receiving financial compensation (2009): 70%-79%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No
Reasons why students don’t participate in internships: Internships are required

Majors: IP&T
Course numbers used: 593R
Internship Course required: No
Work hours required per credit: 3 per week per credit so about 180 hours per credit but often it is more than this
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: No
Type of grade given: Letter grade
Academic requirements: Evaluation from supervisor, report to internship coordinator and updated resume
Latin American Studies

Coordinator name: Christopher Lund
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 3-5 hours
Help with internship duties: undergraduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No

Additional comments: As you know from my proposal for Internship Enhancement, we require an internship in Latin American Studies, BUT we do not have extensive data on available internships. Debbie Kinjo advises our majors with “Domestic” International Internships (for those who cannot leave the state), and we have a dozen or so contacts, and can usually place an LAS major in town, in a Spanish speaking environment. On the Portuguese front

How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: So far, only “face to face”. I'm a little paranoid about doing it any other way. Hence my desire to meet the cultural attache’s of the Latin American Embassies in D. C. Several experience providers have come to our campus, however.
How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, department or college collateral material

Additional comments:

Percent of internships receiving financial compensation (2009): 50%-59%
Percentage of internships in Utah (2009): 10%-19%
Percentage of internships outside the U.S. (2009): 70%-79%
Department funding for internships: Yes - when we use LDS Employment Services, we tap into a foundation that grants a generous stipend
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not understand the value of an internship, they do not need the credit, they cannot afford to do an unpaid internship, an internship is not essential for this major, The internship credit does not meet a graduation requirement, They cannot afford to do an unpaid internship, An internship is not essential for this major.

Additional Comments: Items checked above speak to my Portuguese interest BUT . . . Latin American Studies majors are OBLIGATED to do an internship. So they ALL know of its importance, relevance, value, etc.

Majors: Both Portuguese majors (three of which I have placed as interns in the Portuguese Embassy in D.C.), but who don’t know much about them, and LAS majors, who do internships.

Course numbers used: 399R, IAS 380R
Internship Course required: Yes
Work hours required per credit: 60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider

Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), journals, readings, weekly reports, evaluation from supervisor
Law

Coordinator name: James Backman
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 10 hours
Help with internship duties: secretary
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments: I have the assistance of a part-time staff person from our Career Services Office, a part-time secretary for records keeping, and a portion of the time of our Law School Registrar. I also have a part-time faculty member assisting me during the Fall and Winter semesters and an additional part-time law library faculty member assisting me in the summers.

How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: I approve each experience provider in advance based on information supplied by the student on the externship petition form. Students submit mid-term and final evaluations of the externship and we read and respond to the students’ weekly reflective journals.
How are relationships cultivated with experience providers: Thank-you notes, telephone contact
Additional comments:
Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 30%-39%
Percentage of internships outside the U.S. (2009): 30%-39%
Department funding for internships: Yes-We provide travel assistance stipends to students in international externships.
Percentage of students receiving department funding (2009): 30%-39%
Fundraising efforts: No
Reasons why students don’t participate in internships: They believe their course loads are already too heavy, they cannot afford to do an unpaid internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship
Additional Comments: Law school externships must be unpaid under our accreditation standards from the American Bar Association. That rule is likely to be changed in the next year or two under a proposal to permit paid externships.

Majors: Law
Course numbers used: 599R
Internship Course required: No
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given:
Academic requirements: journals, evaluation from supervisor, student evaluation of internship provider, 10 pages of work product, learning plan, final report, final interview
Coordinator name: Susan Griffith
Type of position at BYU: part-time faculty
Average number of hours spent on internships a week: 8 hours
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments: We have staff from our Career Services Office that helps with externships, along with our person over Records.

How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Always
How experience providers are screened: We send them a letter with detailed instructions on what we expect. The prospective supervisor then signs a “Supervising Attorney Commitment Form” and returns it to us. If we have any questions, we call the supervisor to discuss the requirements. Students create a Learning Plan with the supervisor at the beginning of the externship. The purpose is for both the student and supervisor to get on the same page about what will happen during the semester. If students report through their weekly journals that they have been given menial work, then we discuss how the student can communicate with the supervisor and draw attention back to the Learning Plan.

How are relationships cultivated with experience providers: Thank-you notes, site visits, department or college collateral material

Additional comments:
Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009):
Percentage of internships outside the U.S. (2009):
Department funding for internships: Yes
Percentage of students receiving department funding (2009):
Fundraising efforts: Yes - Public Interest Law Foundation Auction
Reasons why students don’t participate in internships: They get paid work
Additional Comments: An ABA rule makes it impermissible for students to receive pay while doing an externship. Students who have the opportunity to get paid, will often take those opportunities.

Majors: Law
Course numbers used: 
Internship Course required: No
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: Journals, weekly reports, evaluation from supervisor, student evaluation of internship provider
Law

Coordinator name: Nancy Hamberlin
Type of position at BYU: Administrative Staff
Average number of hours spent on internships a week: 20 hours
Help with internship duties: Undergraduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments: It would be most helpful if the enhancements to the current process could take place. One in particular is that the students names need to be shown in Alpha order. We have a large number and it takes added time to locate a name on the list.

How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Always
How experience providers are screened: We do site visits. Sometime by phone others in person. The supervisor and student also give us feedback on each student placement.
How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, department or college collateral material
Additional comments:

Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 40%-49%
Percentage of internships outside the U.S. (2009): 20%-29%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: An internship is not essential for this major
Additional Comments:

Majors: Law
Course numbers used: 599R
Internship Course required: No
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: Paper(s), journals, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
Law School Career Services Office

Coordinator name: Karen Andrews
Type of position at BYU: Staff
Average number of hours spent on internships a week: 20+
Help with internship duties: Secretary, graduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Always
How experience providers are screened: The supervising attorney is given some instructional material that lets them know what is required by the student to pass this class. They have to sign off on paperwork indicating that they will treat the student like a clerk, involve them in meetings, given them meaningful assignments, feedback, etc. Students, through their ejournal assignments, communicate any challenges they might experience with the law faculty that is working with them on their externship.

How are relationships cultivated with experience providers: Thank-you notes, site visits
Additional comments:

Percent of internships receiving financial compensation (2009): 20%-29%
Percentage of internships in Utah (2009): 40%-49%
Percentage of internships outside the U.S. (2009): 20%-29%
Department funding for internships: Yes - for those students traveling international, we provide the students with a percentage of their airline travel fare.

Percentage of students receiving department funding (2009):
Fundraising efforts: Yes - I am not sure of this answer
Reasons why students don’t participate in internships:

Additional Comments: Over 90% of our students will do an externship sometime during their law school experience. It is a great way for them to earn credit and gain some legal experience.

Majors: Law
Course numbers used: 599R
Internship Course required: No
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider

Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: Paper(s), journals, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
Linguistics and English Education

Coordinator name: Doris Dant
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: Varies drastically. Too hard to determine an average
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: Discuss requirements with them
How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers
Additional comments:

Percent of internships receiving financial compensation (2009): We don’t keep track of this information
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: Yes - arranged for faculty to channel their donations into the fund
Reasons why students don’t participate in internships: They believe their course loads are already too heavy, they do not need the credit, the internship credit does not meet a graduation requirement, they cannot afford to do an unpaid internship, an internship is not essential for this major
Additional Comments:

Majors: Editing minor
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 45 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), readings, weekly reports, evaluation from supervisor
Mechanical Engineering

Coordinator name: Gregg Warnick
Type of position at BYU: administrative staff
Average number of hours spent on internships a week: It varies because it includes resume help, meeting with companies, processing jobs, etc.
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments: Primarily our internships are for international students as our department does not provide credit that counts towards graduation requirements for ME.

How students locate experience providers:
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: Personal knowledge of their operations and the type of company.
How are relationships cultivated with experience providers: lunch with experience providers, site visits, department of college collateral material
Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): We don’t keep track of this information
Percentage of internships outside the U.S. (2009): We don’t keep track of this information
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: The internship does not meet a graduation requirement, an internship is not essential for this major.
Additional Comments:

Majors: Mechanical Engineering
Course numbers used: 199R
Internship Course required: No
Work hours required per credit: We typically only have them register for 1/2 credit hour but they work at least 20 hours per week for the employment period
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider,
Syllabus: No
Type of grade given: Pass/Fail
Academic requirements: Project, evaluation from supervisor, student evaluation of internship provider, final report
Neuroscience Center

Coordinator name: Richard Bobo
Type of position at BYU: administrative staff
Average number of hours spent on internships a week: 1 hour
Help with internship duties: Undergraduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: Phone contact and Master agreement. Often the internship site is known personally by faculty.
How relationships are cultivated with experience providers: phone or email contact
Additional comments:

Percent of internships receiving financial compensation (2009): 40%-49%
Percentage of internships in Utah (2009): 50%-59%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - occasional travel small expenses
Percentage of students receiving department funding (2009): 10%-19%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not understand the value of an internship, they believe their course loads are already too heavy, the internship credit does not meet a graduation requirement, they cannot afford to do an unpaid internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship
Additional Comments:

Majors: Neuroscience
Course numbers used: 496R
Internship Course required: No
Work hours required per credit: 42 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), readings, weekly reports, evaluation from supervisor, student evaluation of internship provider
Nursing

Coordinator name: Debra Ann Mills
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week:
Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments: Our internship experiences are available only to international students in the nursing program who need to have a nursing course and credit to quality for employment. All students in our program have a clinical component that is required and is part of the College of Nursing curriculum.

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: We don’t screen the providers. Internships that are sent to us are generally a part of an endeavor to inform students of potential hiring positions and the internships most commonly are once the student has graduated. Other internships are generally not an option for students as they either don’t qualify (haven’t completed the required courses to do the internship) or are participating in our spring program. The internships that are offered are work based and the student is paid for participating.

How are relationships cultivated with experience providers: Thank-you notes, site visits
Additional comments: These are the activities we do for our agencies who provide clinical support for our courses and are not internship related

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: An internship is not essential for this major
Additional Comments:

Majors: Nursing
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: No required number of hours. Credit for the course is negotiated based on how many hours the student desires to work in addition to the written course work required.
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct, including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), weekly reports
Nutrition, Dietetics, and Food Science

Coordinator name: Diana McGuire
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 15 hours
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Never
How experience providers are screened: We have an Accredited Program that requires all supervised practice experiences to fill certain Objectives and Learning Outcomes - so I work very closely with each facility, doing preceptor training as necessary, and orienting them to all of the expectations and intern assignments. The interns complete Site Evaluations on all experiences, which helps us screen and assess our facilities for future experiences.
How are relationships cultivated with experience providers: Gifts or gift cards, training days
Additional comments:

Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - they qualify for both college and department scholarships
Percentage of students receiving department funding (2009): 30%-39%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not understand the value of an internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship
Additional Comments:

Majors: Dietetics
Course numbers used: 520R
Internship Course required: Yes
Work hours required per credit: 150 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Project, portfolio, paper(s), readings, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
Physics and Astronomy

Coordinator name: Branton Campbell
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 1 hour
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: No
Additional comments:
How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: Our experience providers have well-recognized internship programs.
How are relationships cultivated with experience providers: Regular correspondence
Additional comments: We require our students to undertake a climactic mentored research project. Most students find mentors/advisors on campus. About 25% find similar opportunities outside BYU (government labs, other universities, professional offices). While this experience isn’t exactly an internship, it has many of the same benefits, and serves as a career launchpad for our students.
Percent of internships receiving financial compensation (2009): 60%-69%
Percentage of internships in Utah (2009): 80%-89%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes- donor funding, scholarships, external grants
Percentage of students receiving department funding (2009): 50%-59%
Fundraising efforts: Yes
Reasons why students don’t participate in internships:
Additional Comments: Mentored research receives credit as 492R or 498R, which is a major requirement.
Majors: Applied Physics
Course numbers used: 492R
Internship Course required: No
Work hours required per credit: Minimum of 40 hrs of work per credit hour. Most students do much more than this.
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university, and the experience provider.
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: thesis or research report

Majors: Physics and applied physics
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 40 hrs of work per credit hour. Many students do more than this.
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount
of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination

**Syllabus:** Yes

**Type of grade given:** Letter grade

**Academic requirements:** Research report
Plant and Wildlife Sciences

Coordinator name: Earl Hansen
Type of position at BYU: administrative staff
Average number of hours spent on internships a week: 2-3 hours
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments: Our website is: pws.byu.edu then go to students and under students click on internships. this website has opportunities for students to look at.

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: occasionally
How experience providers are screened: we have the students that go to a new business to work, fill out an evaluation on the experience provider that they must turn in to us and this is how we evaluate the E.P. We have had 2 or 3 E.P. that we will no longer let students do internships with.
How are relationships cultivated with experience providers: Thank-you notes, phone calls
Additional comments:
Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 60%-69%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No
Reasons why students don’t participate in internships: The internship does not meet a graduation requirement
Additional Comments:
Majors: Landscaping majors, Plant Biology, Ag Business, Genetics, Wildlife and Wildland majors
Course numbers used: 199R
Internship Course required:
Work hours required per credit: 5 hours per week
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: paper(s), student evaluation of internship provider
Coordinator name: Donna Lee Bowen
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: Very few
Help with internship duties:
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments: Political Science has a superb operation in Washington Seminar. Middle East Studies Arabic does internships through the Kennedy Center office. This year we will have 3 student interns in Jordan. Partially owing to the semester long advanced Arabic program fewer of our MESA students have the time or finances to do an internship as well.

How students locate experience providers: Kennedy Center Internship Office
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Never
How experience providers are screened: Kennedy Center Internship office will consult if they are unsure about quality of internships.
How are relationships cultivated with experience providers: It's not my position to do so
Additional comments:
Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 0%-9%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: Yes
Reasons why students don’t participate in internships: They believe their course loads are already too heavy, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship
Additional Comments:
Majors: Middle East Studies Arabic. Political Science works through Washington Seminar
Course numbers used: IAS numbers
Internship Course required: No
Work hours required per credit:
Discussion topics of pre-internship orientation:
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: We're working on the applicable class outline now.
Preprofessional Advisement Center

Coordinator name: Rishann Nielson
Type of position at BYU: administrative staff
Average number of hours spent on internships a week: 3-4 hours
Help with internship duties: secretary, graduate student, undergraduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes

Additional comments:

How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: Our internship, STDEV 399R, is designed to be a healthcare shadowing experience for students, so there are not official tasks at the offices that the students must complete as part of the internship experience. If they would like, the office may choose to have the students complete specific tasks related to their work.
How are relationships cultivated with experience providers: Thank you notes, site visits, gifts or gift cards

Additional comments:

Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not realize they can do an internship, an internship is not essential for this major

Additional Comments:

Majors: Because there is no specific major required for preprofessional students, our internships can touch any major on campus.
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 42 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: Paper(s), journals, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
Preprofessional Office

Coordinator name: Kris Tina Carlston
Type of position at BYU: administrative staff
Average number of hours spent on internships a week: 12-15 hours
Help with internship duties: Graduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Never
How experience providers are screened: We contact them and talk to them about the types of experiences that students desire to have if placed in an internship. We do our best to educate them about how to provide the students with a quality experience.
How are relationships cultivated with experience providers: Thank you notes, site visits, gifts or gift cards
Additional comments:

Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: The huge discrepancy between the time required and the fact that they are only receiving 1.0 credit.
Additional Comments:

Majors: All majors interested in having a legal internship experience
Course numbers used: 496R
Internship Course required: No
Work hours required per credit: We have been told by the internship office that the students must complete 42 hours on site for 1.0 credit.
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: paper(s), journals, readings, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
**Psychology**

Coordinator name: Bruce Carpenter  
Type of position at BYU: Full-time faculty  
Average number of hours spent on internships a week: 4 hours  
Help with internship duties: Secretary  
Do you have an Internship Oversight Committee: No  
Do you maintain an internship website: No  
Additional comments:

How students locate experience providers: We match them up with an experience provider  
Do you maintain a current list of experience providers: Yes  
How often do experience providers contact you to post internships: Occassionally  
How experience providers are screened: For our formal, one-year, full-time predoctoral internships, they must meet rigorous requirement of accreditation by our national accrediting agency. For our part-time predoctoral internship for students still in residence, we work with most agencies in some form year after year. With new agencies we meet with them and do an evaluation of their resources, personnel, and needs. Because internships are such an integral part of training programs in mental health, essentially all professionals are well aware of supervision requirements and appropriate activities.  
How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, training days, department or college collateral material  
Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%  
Percentage of internships in Utah (2009): 60%-69%  
Percentage of internships outside the U.S. (2009): 0%-9%  
Department funding for internships: No  
Percentage of students receiving department funding (2009): 0%-9%  
Fundraising efforts: No  
Reasons why students don’t participate in internships: As we are only working with graduate students, all complete internships, as required  
Additional Comments:

Majors: Doctoral program in Clinical Psychology  
Course numbers used: 700R, 743R, 745, 746, 747, 748  
Internship Course required: Yes  
Work hours required per credit: For 700R and 743R the hours vary, usually from 10 to 20 per week. The others are full-time (40 hours per week).  
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider  
Syllabus: No  
Type of grade given: Letter grade  
Academic requirements: Evaluation from supervisor, student evaluation of internship provider
Coordinator name: Emily Lonas
Type of position at BYU: Staff
Average number of hours spent on internships a week: 20 hours
Help with internship duties: graduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes

Additional comments:

How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: I generally go over the course syllabus for Psych 399R with them. This usually ensures that they agree to provide an opportunity for the intern to fulfill all of the course requirements, which includes applying psychological principles to their work on a daily basis.
How are relationships cultivated with experience providers: Thank-you notes

Additional comments:

Percent of internships receiving financial compensation (2009): 60%-69%
Percentage of internships in Utah (2009): 80%-89%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not realize they can do an internship, they believe their course loads are already too heavy, they do not need the credit, they cannot afford to do an unpaid internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship.

Additional Comments:

Majors: Psychology
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 45 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: project, paper(s), journals, readings, class meetings, evaluation from supervisor, student evaluation of internship provider, midterm, final, in-class writing activities, poster presentation at the Psychology Internship Open House, and PowerPoint presentation to the class
Psychology Department

Coordinator name: Bruce L. Brown

Type of position at BYU: full-time faculty

Average number of hours spent on internships a week: 3 or 4 hours

Help with internship duties: secretary, graduate student

Do you have an Internship Oversight Committee: Yes

Do you maintain an internship website: Yes

Additional comments: Thank you for the strong support for internships at the university level.

How students locate experience providers: We match them up with an experience provider and they find their own

Do you maintain a current list of experience providers: Yes

How often do experience providers contact you to post internships: Occassionally

How experience providers are screened: We have been working with many of the same ones for several years now. When a new one comes on board, we enquire diligently about the nature of the assignment before adding them.

How are relationships cultivated with experience providers: Personal contact. We haven't been doing any of these other things, but Roberta Magarrell is now starting to do it for several departments on a college level.

Additional comments: We have not done as well as we should have in following up with experience providers, nor do we really have time to do so. Our college has elected to do this in a more efficient way by having one coordinator on the college level, Roberta Magarrell, who will contact and cultivate experience providers.

Percent of internships receiving financial compensation (2009): 50%-59%

Percentage of internships in Utah (2009): 80%-89%

Percentage of internships outside the U.S. (2009): 0%-9%

Department funding for internships: No

Percentage of students receiving department funding (2009): 0%-9%

Fundraising efforts: No

Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not realize the value of an internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel to take time to complete an internship.

Additional Comments:

Majors: Psychology

Course numbers used: 399R

Internship Course required: No

Work hours required per credit: 45 hours

Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider

Syllabus: Yes

Type of grade given: Letter grade

Academic requirements: project, paper(s), journals, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
Coordinator name: Howard Gray
Type of position at BYU: full-time faculty
Average number of hours spent on internships a week: 30+
Help with internship duties: secretary
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Always
How experience providers are screened: Best Professional Therapeutic Recreation Practice is affiliated with NCTRC certification.
How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, gifts or gift cards, training days, department or college collateral material.

Additional comments:

Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 50%-59%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - Huntsman World Senior Games Internship Scholarships
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: Yes - Huntsman World Senior Games Internship Scholarships
Reasons why students don’t participate in internships: Required internships

Additional Comments:

Majors: Therapeutic Recreation Internships
Course numbers used: 199R, 496R
Internship Course required: Yes
Work hours required per credit: 50+ hours

Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination

Syllabus: Yes
Type of grade given: Letter grade

Academic requirements: Project, paper(s), journals, readings, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
RMYL

Coordinator name: Brian Hill
Type of position at BYU: full-time faculty
Average number of hours spent on internships a week: 8 hours
Help with internship duties: secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Frequently
How experience providers are screened:
How are relationships cultivated with experience providers: site visits
Additional comments:

Percent of internships receiving financial compensation (2009): 50%-59%
Percentage of internships in Utah (2009): 40%-49%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes
Percentage of students receiving department funding (2009): 10%-19%
Fundraising efforts: No
Reasons why students don’t participate in internships: All of our students complete internships
Additional Comments:

Majors: RMYL.
Course numbers used: 496R
Internship Course required: Yes
Work hours required per credit: about 40 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Project, paper(s), weekly reports, evaluation from supervisor
School of Accountancy

Coordinator name: Ron Worsham
Type of position at BYU: full-time faculty
Average number of hours spent on internships a week:
Help with internship duties: secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Never
How experience providers are screened: I look at the offer letters to insure that students will be working with organizations that will provide them with a quality experience.
How are relationships cultivated with experience providers: Experience providers typically consist of recruiters that also hire our students for full time employment.

Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): We don’t keep track of this information
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not need the credit

Additional Comments:

Majors: Accounting
Course numbers used: 599R
Internship Course required: No
Work hours required per credit: about 100 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Project, paper(s), evaluation from supervisor
Coordinator name: Carolyn Andrews
Type of position at BYU: Part-time faculty
Average number of hours spent on internships a week: 30 hours
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:
How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: Tasks that relate to the School of Family Life concepts.
How are relationships cultivated with experience providers: Thank-you notes, site visits, internship fair
Additional comments:
Percent of internships receiving financial compensation (2009): We don’t keep track of this information
Percentage of internships in Utah (2009): We don’t keep track of this information
Percentage of internships outside the U.S. (2009): We don’t keep track of this information
Department funding for internships: Yes - Marjorie Hinckley Fund
Percentage of students receiving department funding (2009): We don’t keep track of this information
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not understand the value of an internship, they believe their course loads are already too heavy, they cannot afford to do an unpaid internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship
Additional Comments:
Majors: Within the School of Family Life
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 45 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Portfolio, paper(s), journals, readings, weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
School Psychology, CPSE

Coordinator name: Kristan Warnick
Type of position at BYU: Part-time faculty
Average number of hours spent on internships a week: 5-10 hours
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: We call new sites and review the internship agreement and master agreement expectations to see if they are able to provide the interns adequate experiences.
How are relationships cultivated with experience providers: Thank-you notes, lunch with experience providers, site visits, training days, department or college collateral material
Additional comments:
Social Work

Coordinator name: Kevin Marett
Type of position at BYU: Full-time faculty
Average number of hours spent on internships a week: 20 hours
Help with internship duties: Secretary, undergraduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occasionally
How experience providers are screened: After they have expressed an interest in having one of our interns, they must be willing to pay $10/hr and provide one hour of supervision each week by a licensed clinical social worker. Then a site visit is made to ensure the physical facilities are appropriate and that there is adequate support. Each site is visited at least once a semester where a liaison meets with both the student and the supervisor to make sure all is going well.

How are relationships cultivated with experience providers: Lunch with experience providers, site visits, training days - the training days include continuing education units (CEUs) which are required to maintain licensure

Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - Americorp
Percentage of students receiving department funding (2009): 20%-29%
Fundraising efforts: No

Reasons why students don’t participate in internships: All of our students are required to complete two internships

Additional Comments:

Majors: Social work, masters level
Course numbers used: 654R & 655R
Internship Course required: Yes
Work hours required per credit: 100 hours

Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider

Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Paper(s), weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
Social Work

Coordinator name: Charlene Clark
Type of position at BYU: Staff
Average number of hours spent on internships a week: 4 hours
Help with internship duties: Secretary, undergraduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:

How students locate experience providers: We match them up with an experience provider
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: Our internship providers must be licensed social workers to supervise our students. Our Internship Liaison conducts site visits with the intern and the internship provider at least once a semester, or more if necessary. We offer bi-annual training for our internship providers.
How are relationships cultivated with experience providers: Lunch with experience providers, site visits, training days, free CEUs
Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 90%-100%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: All of our students participate in internships -- it is required.

Additional Comments:

Majors: Social work
Course numbers used: 654R
Internship Course required: Yes
Work hours required per credit: 80 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Paper(s), weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
Social Work

Majors: Social work

Course numbers used: Yes

Internship Course required: Yes

Work hours required per credit: 10 hours

Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the university contractual agreement that outlines the obligations of the student, the university and the experience provider

Syllabus: Yes

Type of grade given: Letter grade

Academic requirements: Portfolio, paper(s), weekly reports, class meetings, evaluation from supervisor, student evaluation of internship provider
Social Work

Coordinator name: Lisa Willey
Type of position at BYU: Permanent part-time staff
Average number of hours spent on internships a week: 15 hours
Help with internship duties: Secretary
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes

Additional comments:

How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: Our director Kevin Marett and our field liaisons Wendy Sheffield and Allen Proctor do extensive visits and coordination to insure the quality of internship is there.
How are relationships cultivated with experience providers: Lunch with experience providers, site visits, training days

Additional comments:

Percent of internships receiving financial compensation (2009): 90%-100%
Percentage of internships in Utah (2009): 80%-89%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - Mary Lou Fulton Internship Grants
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: Internship is required for this major

Additional Comments:

Majors: MSW - School of Social Work
Course numbers used: 299R, Soc W 654R and 655R
Internship Course required: Yes
Work hours required per credit: 100 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: Portfolio, class meetings, evaluation from supervisor, student evaluation of internship provider
Sociology

Coordinator name: Marie Cornwall
Type of position at BYU: full-time faculty
Average number of hours spent on internships a week: 3 hours
Help with internship duties: graduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments: We do have an undergraduate committee that can be the oversight committee, but we haven’t set up a process for establishing oversight at this point.

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Never
How experience providers are screened: Students are required to fill out a form that specifies their learning outcomes and what type of research project they will do. This form must be signed by the internship advisor (the experience provider). The internship advisor then evaluates the student at the end of the process.
How are relationships cultivated with experience providers:
Additional comments: The FHSS college internship office is suppose to take over this responsibility, so I have not spent much time facilitating relationships in this way. Hopefully the college will do this.

Percent of internships receiving financial compensation (2009): 10%-19%
Percentage of internships in Utah (2009): 30%-39%
Percentage of internships outside the U.S. (2009): 10%-19%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: Yes
Reasons why students don’t participate in internships: They believe their course loads are already too heavy, they do not need the credit, they cannot afford to do an unpaid internship.

Additional Comments:

Majors: Sociology
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 43 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: project, paper(s), readings, evaluation from supervisor, student evaluation of internship provider
Theatre and Media Arts

Coordinator name: Annalisa Corell
Type of position at BYU: Staff
Average number of hours spent on internships a week: 5-10 hours
Help with internship duties: Undergraduate student
Do you have an Internship Oversight Committee: No
Do you maintain an internship website: Yes
Additional comments: We don't have a formal oversight committee to oversee all of the internships, that is left to me as the coordinator. We do however, have an alumni networking group that meets regularly to assist Media Arts students in finding higher placements then they would find on their own.
How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: We ask them what the “internship” they are proposing will entail and then explain to them what it must be. I have only had one provider decide to make changes to their plan in order to make it a valid internship, the others that are not actual internships are fine with us advertising it as a volunteer experience rather than an actual internship for credit.
How are relationships cultivated with experience providers: Thank-you notes, site visits, department or college collateral material, occassional contact via email or phone
Additional comments:
Percent of internships receiving financial compensation (2009): 10%-19%
Percentage of internships in Utah (2009): 70%-79%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - Students can apply for Fulton funds, but they will never receive full amount needed.
Percentage of students receiving department funding (2009): 10%-19%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not understand the value of an internship, they believe their course loads are already too heavy, they do not need the credit, the internship credit does not meet a graduation requirement, they cannot afford to do an unpaid internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel or take time to complete an internship
Additional Comments:
Majors: BFA Acting, Theatre Arts Studies, Media Arts, Animation, Theatre Education, and MDT
Internship Course required: No
Work hours required per credit: 55-60 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the university contractual agreement that outlines the obligations of the student, the university and the experience provider
Syllabus: No
Type of grade given: Letter grade
Academic requirements: paper(s), journals, weekly reports, evaluation from supervisor, student evaluation of internship provider
University Advisement Center

Coordinator name: James Burton
Type of position at BYU: Administrative staff
Average number of hours spent on internships a week: 1-2 hours
Help with internship duties: secretary
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: No
Additional comments: Committee of three to review/approve proposals

How students locate experience providers: They find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Occassionally
How experience providers are screened: Require a description of experience in the proposal. Midterm and final journal report hopefully captures the nature of the experience.
How are relationships cultivated with experience providers: Thank-you notes
Additional comments:

Percent of internships receiving financial compensation (2009): 50%-59%
Percentage of internships in Utah (2009): 50%-59%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: No
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: No
Reasons why students don’t participate in internships: They do not need the credit
Additional Comments:

Majors: exploratory students may be open, or really any major
Course numbers used: 199R
Internship Course required: No
Work hours required per credit: 50 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider

Syllabus: Yes
Type of grade given: Pass/Fail
Academic requirements: Journals, evaluation from supervisor, required number of hours
Visual Arts

Coordinator name: Sonya Schiffman
Type of position at BYU: Staff
Average number of hours spent on internships a week: 5-10 hours
Help with internship duties:
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: No
Additional comments:

How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: No
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: The providers are screened by the faculty in those areas that locate the providers for the students. Other than that we don't really screen providers.
How are relationships cultivated with experience providers: Thank-you notes, site visits, department or college collateral material
Additional comments:
Percent of internships receiving financial compensation (2009): 0%-9%
Percentage of internships in Utah (2009): 10%-19%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes - some talent awards or endowments
Percentage of students receiving department funding (2009): 10%-19%
Fundraising efforts: No
Reasons why students don’t participate in internships: They believe their course loads are already too heavy, they do not need the credit, they cannot afford to do an unpaid internship, there are not enough grants, scholarships, or other financial aid to enable students to afford to travel to take time to complete an internship.
Additional Comments:
Majors: Within the Visual Arts Department there are Majors in Art History, Art Ed, Illustration, Graphic Design, Photography, Drawing/Painting/Printmaking, and Sculpture/Ceramics
Course numbers used: 496R
Internship Course required: No
Work hours required per credit: 45 hours
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student
Syllabus: No
Type of grade given: Letter grade
Academic requirements: Project, paper(s), weekly reports, evaluation from supervisor
Coordinator name: Robert Goss
Type of position at BYU: Administrative staff
Average number of hours spent on internships a week: 25 hours
Help with internship duties: secretary, undergraduate student
Do you have an Internship Oversight Committee: Yes
Do you maintain an internship website: Yes
Additional comments:
How students locate experience providers: We match them up with an experience provider and they find their own
Do you maintain a current list of experience providers: Yes
How often do experience providers contact you to post internships: Frequently
How experience providers are screened: We do on-site visits as needed. We have student evaluations that point out problems.
How are relationships cultivated with experience providers: Site visits, email back and forth
Additional comments:
Percent of internships receiving financial compensation (2009): 20%-29%
Percentage of internships in Utah (2009): 10%-19%
Percentage of internships outside the U.S. (2009): 0%-9%
Department funding for internships: Yes
Percentage of students receiving department funding (2009): 0%-9%
Fundraising efforts: Yes
Reasons why students don’t participate in internships: They do not realize they can do an internship, they do not realize the value of an internship, they believe their course loads are already too heavy, they cannot afford to do an unpaid internship, there are not enough grants, scholarship, or other financial aid to enable students to afford to travel or take time to complete an internship
Additional Comments:
Majors: For Washington Seminar students of all majors are eligible
Course numbers used: 399R
Internship Course required: No
Work hours required per credit: 420 hours of internship per semester is eligible for variable credit (3, 6, or 9) depending upon students needs and interests in submitting a major research paper, etc.
Discussion topics of pre-internship orientation: Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination
Syllabus: Yes
Type of grade given: Letter grade
Academic requirements: portfolio, paper(s), readings, evaluation from supervisor, student evaluation of internship provider
Washington Seminar

**Majors:** The Utah State Legislature is open to students of all majors on campus.

**Course numbers used:** 399R

**Internship Course required:** No

**Work hours required per credit:** We do not have such a requirement. Six 399R credits are earned for work constituting 280 hours, with heavy assignments to the faculty advisor.

**Discussion topics of pre-internship orientation:** Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student, the university contractual agreement that outlines the obligations of the student, the university and the experience provider, procedures for unanticipated termination

**Syllabus:** Yes

**Type of grade given:** Letter grade

**Academic requirements:** portfolio, paper(s), readings, class meetings, evaluation from supervisor, student evaluation of internship provider

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**Majors:** Individual Political Science internships

**Course numbers used:** 399R

**Internship Course required:** No

**Work hours required per credit:** 3 credits for 200-300 hours of work; 6 credits for 300-450 hours of work; and 9 credits for more than 450 hours of work.

**Discussion topics of pre-internship orientation:** Registration procedures, assignments and expectations, grading procedures, standards of personal conduct including professional behavior in the workplace, the nature and amount of supervisory contact between the faculty advisor or department administrator and the student

**Syllabus:** Yes

**Type of grade given:** Letter grade

**Academic requirements:** Project, portfolio, paper(s), readings, evaluation from supervisor, student evaluation of internship provider