

Student Internship Application

I R A M S

Instructions



Brigham Young University
Experiential Learning &
Internship Office

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Student IRAMS Instructions

Accessing the Internship Application Home Page

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

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

The screenshot displays the BYU Academic Internship Office website. At the top, there is a navigation bar with tabs for 'STUDENTS', 'PROVIDERS', and 'COORDINATORS'. A red box highlights the 'STUDENTS' tab, with a red arrow pointing to the 'Students' tile in the main content area. Another red box highlights the 'Internship Application' icon in the top navigation bar, with a red arrow pointing to the 'Apply' button in the 'Want to Enroll?' section. The 'Want to Enroll?' section includes the text 'Begin your internship application today.' and the 'APPLY' button. Below this, there are links for 'Step by step instructions', 'Application Status', and 'Deadlines'. The bottom of the page features a 'Department Coordinator List' section with a dropdown menu and a footer with links for 'IMA Database', 'IMA Forms', and 'About IMAs'.

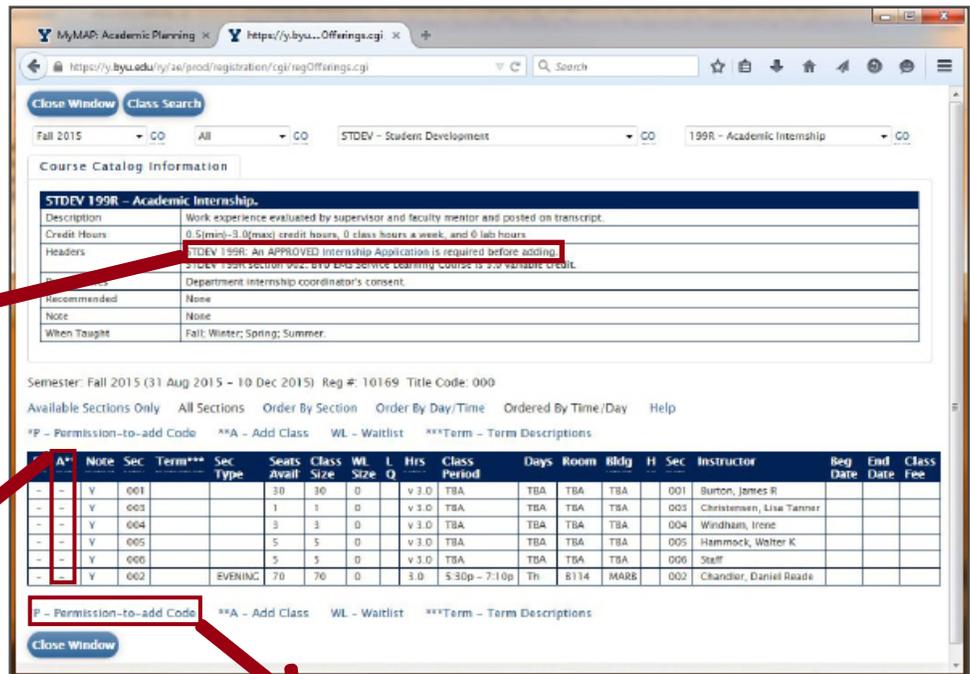
IRAMS Instructions for Students

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



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

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



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

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

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

Student's Internship Application Home Page

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

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

BYU Internship Office Sign out

Home Student

INTERNSHIP APPLICATION HOME PAGE

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

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

Applications

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

[Add New Application](#)

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

A quick review of the status of an application is shown here.

Students should select the year and term they wish to complete their internship. Press the Add New Application button to proceed.

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

Personal Information section

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

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

Relevant Information

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

Relevant Information section

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

Applications					
Semester/Term	Internship Provider(s)	Class	Department Internship Coordinator		Status
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Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R Burton james_burton@sastg.byu.edu	{801} 422-2680 2529 WSC	Submitted

Applications section

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

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

Student Obligation Documents

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

Student Obligation Documents section

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

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

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

Creating a New Internship Application

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

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

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

A screenshot of a "STUDENT AGREEMENT" form for "Joe Student | 00000000". The form contains 16 numbered terms of agreement. At the bottom left, there are two buttons: "I Agree" (green) and "I Do Not Agree" (red). A red arrow points from the "I Agree" button towards the "Add New Application" button in the previous screenshot.

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

A screenshot of the "INTERNSHIP APPLICATION" form for "Joe Student | Fall Semester 2015". The form is titled "Internship Residential Contact Information" and "Internship Provider Information". It includes fields for address, city, state, zip code, phone, and email. There are also sections for "Employment" (with checkboxes for None, Hourly, Commission, Salary, Stipend) and "Clean Credit" (with a dropdown for Internship Class and a question about enrolling in another BYU course). At the bottom, there is a "Submit Application" button and a save icon. A red arrow points from the "I Agree" button in the previous screenshot to the "Submit Application" button.

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

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

Duplicating or Repeating a Previous Internship

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

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

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

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

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

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

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

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

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

Explaining the Student's Internship Application

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

Internship Residential Contact Information section

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

Internship Provider Information section

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Class Credit section

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

Save changes to the student's internship application by clicking the save icon (💾).

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

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

a) Contact the internship coordinator for the course and ask them to change it to the correct course and then resubmit the application.

b) Contact the internship coordinator for the course and ask them to delete the application. The student will then need to create a new application.

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

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

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

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

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

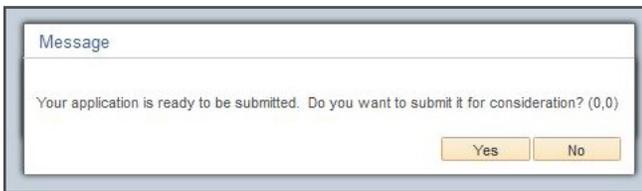
The delete icon (🗑️) will obliterate the entire internship application. The icon will not be available to students after the application is submitted.

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

Submitting an Application

1. On the student's internship application, click the Submit Application button (Submit Application). If a student has entered all the required information on the internship application, a message will pop up requesting confirmation of the student's desire to submit.

2. Click Yes. All the fields in the application will be saved and the application will route to the internship coordinator for review. The student and the coordinator will receive emails notifying them that an application has been submitted. The student will see the Internship Application Home Page with a pop-up message containing the semester/term of the application, name of the internship coordinator, and the class information.



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

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

[Add New Application](#)

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

Viewing the Application Approval Status

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

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

[Add New Application](#)

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

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

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

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

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

Interning with Student Obligations

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

Student Obligation Status section

Student Obligation Status

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

Informational Requirements

Tuberculosis screening requirement. One of the following is required:

[Read more...](#)

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

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

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

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

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

the student when the coordinator approves the application.

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

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

Accessing the Student Obligation Documents Page

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

INTERNSHIP APPLICATION HOME PAGE



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

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

Relevant Information

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

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

Applications

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

[Add New Application](#)

Student Obligation Documents

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

Application Approval Process and Status

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

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

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

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

Student Obligation Status

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

Informational Requirements

Tuberculosis screening requirement. One of the following is required:

[Read more...](#)

Requirement	Status
⓪ Criminal Background Check	Not Submitted
⓪ Tdap Dose	Not Submitted
⓪ Influenza Vaccine	Not Submitted
⓪ SAM 5 Drug Screen	Not Submitted
⓪ MMR Immunization	Not Submitted
⓪ TB Screening	Not Submitted
⓪ Hepatitis B, 3-dose Series	Not Submitted
⓪ Immune to Varicella (Chickenpox)	Not Submitted

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

BYU Internship Office sastg Sally Marie Student Sign out

Home Student

Student Obligation Documents | Sally Marie Student | 9999999999

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

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

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

Please view the Student and Department obligations.

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

Documents on File

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

Upload New Documents

Return to Application

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

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

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

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

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

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

Student Obligation Documents page

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

Required Documents section(s)

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

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

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

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

Each of the columns in this section is explained below.

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

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

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

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

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

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

internship provider.

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



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

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

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

Documents on File section

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

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

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

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

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

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

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

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

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

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

the origination date for the documents.

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

Questions and Answers section

Questions & Answers

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

Add Note

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

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

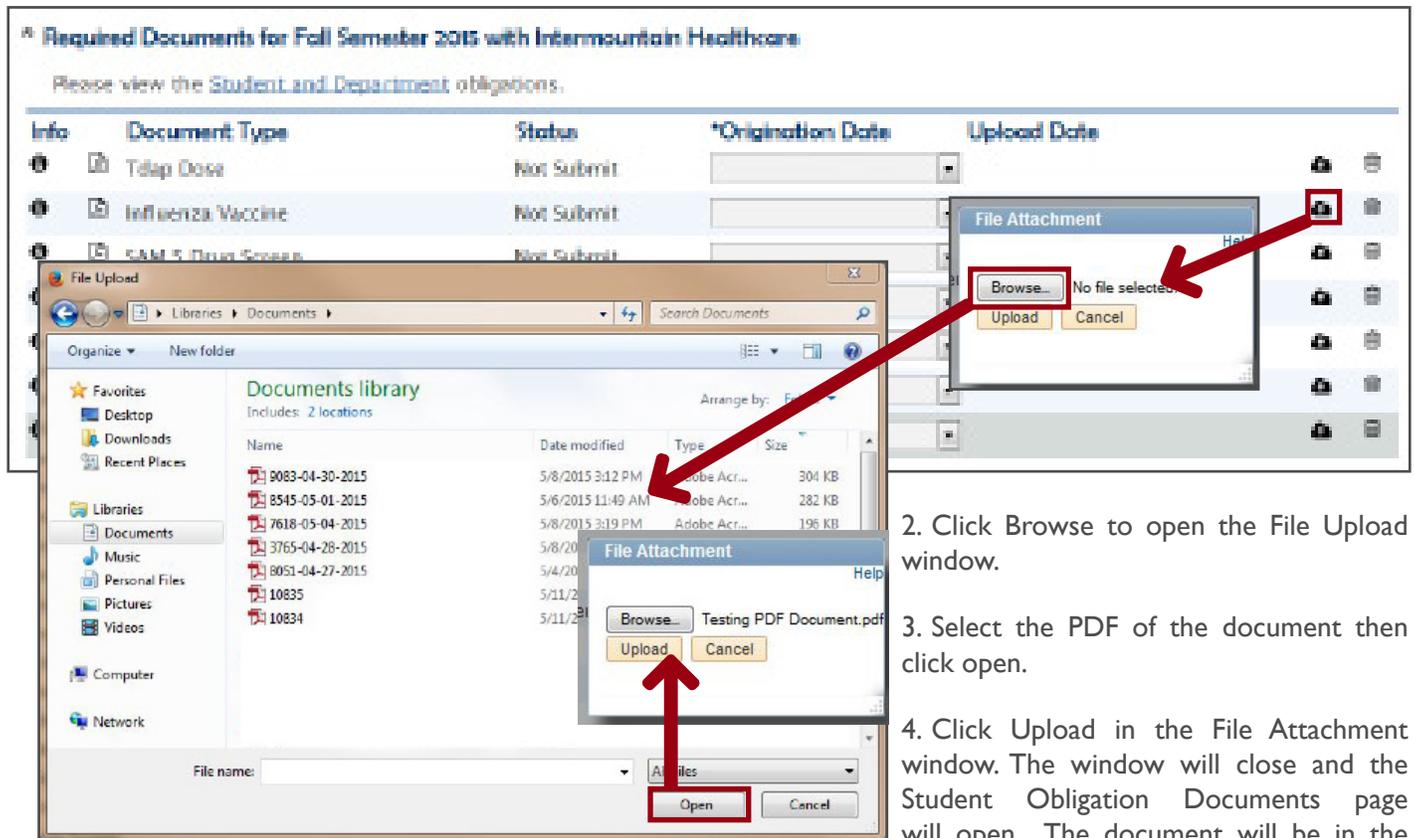
When the Academic Internship Office responds to the question, the student will be informed in an email of the response.

Submitting a Student Obligations Document

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

Using the upload icon in the Required Documents section

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



2. Click Browse to open the File Upload window.

3. Select the PDF of the document then click open.

4. Click Upload in the File Attachment window. The window will close and the Student Obligation Documents page will open. The document will be in the Documents on File section of the page.

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

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

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

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

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

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

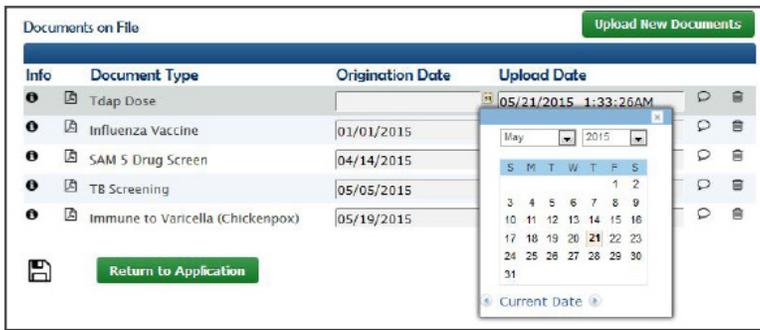
4. Click Browse to open the File Upload window.

5. Select the PDF of the document.

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

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

Selecting an Origination date in the Documents on File section



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

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

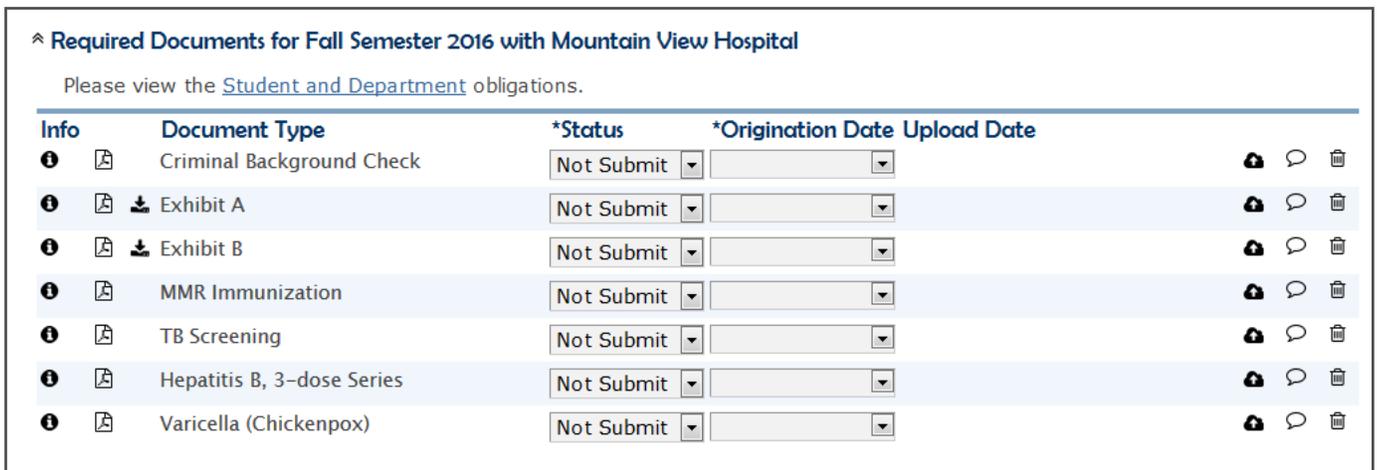
2. Click the Save icon (📁) at the bottom of the page.

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



Downloading an Exhibit

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



Adding an Internship Class

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



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

Adding a Class After the Add/Drop Deadline

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

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

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

Helpful Quick URLs

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

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

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

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

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

Keywords and Terms

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

IMA = Internship Master Agreement

IRAMS = Internship Registration and Management System

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

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

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

Frequently Asked Questions

What does IRAMS stand for?

IRAMS stands for Internship Registration and Management System.

Why am I required to fill out an IRAMS application?

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

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

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

How can I delete an application?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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