

Department Internship Coordinator

Handbook



Brigham Young University | Internship Office

Table of Contents

Background and Benefits	6
Introduction	6
Internship Office History & Function	6
Mission Statement	6
Goals	6
Organizational Structure	6
Internship Office Specific Functions	6
Internship Pedagogy	7
Definitions	7
Benefits of Internships	7
Student Benefits	7
University Benefits	8
Internship Provider Benefits	8
Policy, Best Practices & Assessment	9
University Policy Governing Internships	9
Best Practices—Direct Sales	9
Best Practices—BAAs	9
Best Practices—Safety & Security	9
Assessment	9
i Official Internship Policy	10
i Direct Sales Letter	15
i Business Associate Agreements Memo	17
i Sample Program Self Study	19
i Sample Evaluations	23
Domestic Internship Process	28
Domestic Internship Process for International Students	28
Responsibilities	28

Department Internship Coordinator	28
Internship Provider	28
Student Intern	28
Faculty Internship Advisor	29
Instructions for Domestic Forms	29
Procedure	29
Internship Master Agreement	29
Processing	29
<i>i</i> Flowcharts	30
<i>i</i> Sample Internship Master Agreement Letter or Email	35
<i>i</i> Standard Internship Master Agreement	37
International Internships	43
Internship Programs	43
Individual International Internships	43
Deadlines	43
International Internships Procedure	43
Course Contracts	44
International Forms Instructions	44
International Internship Master Agreement	44
Processing	44
Application Process	44
Pre-Departure Seminar	45
Registration for BYU credit	45
Looking for International Internships?	45
Safety	45
Questions?	45
<i>i</i> Individual International Internship Proposal Form	46
<i>i</i> International Internship Affiliation Memorandum of Understanding	49

Registration Policy and Procedures	52
Registration Policy	52
Registration	52
Adding a Class	52
Registration Dates & Deadlines	52
Assigning Credit Hours	52
T Grades and I Grades Internship Policy	52
Retroactive Credit	53
Internship Course Registration After the Add/Drop Deadline	54
Change the Number of Credits After the Add/Drop Deadline	54
<i>i</i> IRAMS Process Flowcharts	56
<i>i</i> Internship Registration and Management (IRAMS) Flowchart of Responsibilities	59
<i>i</i> Internship Registration and Management Flowchart of Responsibilities	60
<i>i</i> Step-by-Step Student IRAMS Instructions	61
<i>i</i> Step-by-Step Coordinator IRAMS Instructions	80
International Students	116
Federal Regulation of CPT	116
International Students Internship Process	116
International Students - FAQs	117
<i>i</i> Curricular Practical Training (CPT) Certification Internship Coordinator Form	119
<i>i</i> Curricular Practical Training (CPT) Presentation	121
Increasing Internship Involvement	124
Stages of Program Development	124
What's Right for Your Department?	124
Increasing Student Participation	124
Informational	124
Motivational	125
Garnering Faculty Involvement	125

Informational	125
Motivational	125
Obtaining Administration Support	126
Informational	126
Motivational	126
Recruiting & Maintaining Internship Providers	126
Recruiting Providers	126
Maintaining Providers	127
Troubleshooting & FAQs	128
Forms & Legal Issue Questions	128
Student Health Insurance	130
Workers' Compensation Eligibility	131
BYU College of Nursing	132
<i>i</i> Direct Sales Letter	133
<i>i</i> Student's General Liability Letter covering 05/15/2015 – 05/15/2016	135
<i>i</i> Intermountain Healthcare Student Intern Checklist	137
<i>i</i> Resources for a Criminal Background Check, Fingerprinting, Drug Screening, and Immunizations.	140
<i>i</i> Frequently Asked Questions about IRAMS	143

Introduction

This handbook is to function as a resource to the department internship coordinators as part of an ongoing effort to support the internship pedagogy and encourage department and student participation. The handbook will be used to enrich seasoned coordinators, train newly assigned coordinators, and facilitate the transition that accompanies a change in leadership. Subsequent training meetings will build on the basic information in this handbook with handouts and other additions. Please refer to the handbook often as it explains the minimum requirements and processes for BYU's internship programs. A PDF document of this handbook can be found online at intern.byu.edu under the Department Internship Coordinators tab at the top of the screen.

Internship Office History & Function

President Dallin H. Oaks established the Internship Office in 1974 to encourage internships as a viable curricular option to enrich the BYU education experience. Today, the Internship Office continues seeks to cultivate and support the efforts of students, professors, staff, and administrators by creating awareness, allocating funding, providing training, and otherwise coordinating the incorporation of internships in students' academic experience.

The Internship Office's primary function on campus is to be a resource to the department internship programs in the areas of training, advising, funding, directing students, as well as overall program management. We also facilitate and monitor compliance with the laws that govern academic internships.

Mission Statement

The Internship Office supports the internship experiential learning pedagogy by encouraging, facilitating, and coordinating the efforts of academic units to establish and maintain internship programs and opportunities for students.

Goals

Brigham Young University's Board of Trustees and administration are supportive of internships as an important experiential learning pedagogy. They believe it is important to ensure all students have the opportunity to complete an internship experience prior to graduation. They believe internships function as a link between university learning and a life career.

To achieve this goal, the Internship Office has developed several stepping stones centered around disseminating accurate information on a regular basis, increasing awareness of the value of internships, and encouraging student and department involvement. We hope more students in every field of academic study will link learning and life through an internship as department internship programs are established, maintained, and enhanced.

Organizational Structure

The Internship Office reports to the Associate Academic Vice President for curriculum. The Internship Office consists of one full-time employee and two part-time employees. Their efforts are coordinated by the Director of Internships (half-time faculty appointment) who reports directly to the AAVP. Decisions regarding policy and funding grants are made by the Internship Advisory Committee appointed by the president and chaired by the Director of the Internship Office, also selected by the president.

Internship Office Specific Functions

- Provide a central campus point of coordination for the support and growth of internships as a viable and valuable experiential learning pedagogy.
- Create awareness of internships as a complement to a student's university education.

- Educate students and faculty about internship opportunities and their curricular viability.
- Review programs and monitor compliance with policy.
- Obtain, facilitate, negotiate and archive internship master agreements.
- Train department internship coordinators and faculty.
- Serve as a professional resource to colleges and departments.
- Define the policy governing internships for Brigham Young University through the Internship Advisory Committee.

Internship Pedagogy

As educators, we cannot teach a student in the classroom everything he or she needs to know in order to be successful in the professional world. Students learn to apply knowledge and skills such as solid work habits, workplace etiquette, social instincts, adaptability, and creativity through experience in a professional environment. Internships are a valuable pedagogy because they combine the professional environment with the classroom structure and support. Students are guided by faculty to accomplish specific learning objectives through thought-provoking assignments that encourage further growth and development while they gain valuable experience in the professional field. Internships truly function as a link between academic learning and real-life experience. As department internship coordinators, you are helping students link learning and life.

Definitions

An internship is an academic, curriculum-based practical work experience in a particular field of study that enhances student learning, and for which a student is enrolled in a credit-bearing course. Primary supervision is by a qualified workplace supervisor, but a discipline-specific faculty advisor monitors the student experience and academic assignments.

Internships are classified as experiential learning, a category that encompasses internships, service learning, clinical experiences, student teaching, field studies, practicums, and mentored student learning. Each experience involving BYU student participants counts for academic credit if it is guided by learning objectives set by the student and a faculty advisor. These learning objectives not only cover student goals, but also student orientation, syllabus, assignments, appropriate evaluations, faculty support, and a periodic review of internship providers.

Benefits of Internships

Internships benefit all parties involved with the experience: students, the university, and internship providers.

Student Benefits

- Gain exposure to real-world problems and issues that perhaps are not found in textbooks.
- Cultivate work habits, social instincts, adaptability, and creativity in a dynamic world.
- Increase marketability to employers. On average, only 30% of seniors have job offers before graduation; however, after completing an internship, that figure rises to 58%.
- Evaluate specific companies or specific careers prior to committing with full-time employment; gain a “try before you buy” type experience.
- Ease transition from being a student to beginning a career.
- Increase opportunities for faster advancement and growth within a company.
- Increase self-confidence in a professional environment while developing an expanded network of associates and professionals.

- Facilitate a higher starting salary than non-interns. In a recent study, interns received, on average, \$6,400 more than non-interns for starting salary.
- Have résumé-building experiences while applying academic concepts and principles.
- Provide opportunities to spread the gospel through example and lifestyle in many areas.
- Provide opportunities to fund college education.
- Offer personal growth experiences and exposure to different career opportunities.
- Supply hands-on opportunities to work with equipment and technology that may not be available on campus.

University Benefits

- Validate the university's curriculum in a professional environment.
- Improve post-graduation statistics for the university.
- Provide learning experiences that supplement case studies and lectures.
- Advance curriculum to keep pace and lead in the practical arena.
- Connect faculty to current trends within their professional field.
- Create more competitive and employable graduates.
- Increase program credibility and student excellence.
- Strengthen ties with alumni in professional fields.

Internship Provider Benefits

- Create the opportunity to recruit future employees, as interns have had the chance to prove themselves as employees. (In one year, Hewlett Packard recruited 70% of its new hires from its pool of interns.)
- Save money since an intern receives less pay and fewer benefits than a full-time employee.
- Provide fresh, enthusiastic, and productive employees.
- Use flexible, cost-effective employees without long-term commitments.
- Free up professional staff to pursue more creative projects.
- Garner quality candidates for temporary or seasonal positions and short-term projects.
- Bring new and innovative ideas to an employer.
- Have a cost-effective way to recruit and screen potential employees without obligation to hire.
- Allow greater productivity during business cycles.
- Present an excellent way to find new, energetic, and skilled employees who bring latest industry knowledge fresh from lectures and other campus resources.
- Bridge the gap between academics and professional settings through input in the education process of future professionals.
- Convert student interns seamlessly to full-time employees who can be immediately productive.
- Strengthen the bond with the university and project a favorable image in the community.
- Allow the employer the opportunity to have an impact on molding the lives of students.

University Policy Governing Internships

The Internship Advisory Committee drafted the University Policy Governing Internships that was originally adopted by the Deans' and President's Councils in May 2004 and revised February 2014. The "Official Internship Policy" on page 10 of this document.

Best Practices—Direct Sales

On September 21, 2004, the Internship Office issued a statement on behalf of the university that states, "Brigham Young University will no longer approve student internships with direct sales companies . . . unless departments have been given special exception." For more information, or to read the direct sales best practices memo in its entirety, please see the "Direct Sales Letter" on page 15 and page 133.

Best Practices—BAAs

On September 23, 2004, the Internship Office issued a statement on behalf of the university about the university's position on Business Associate Agreements in relation to the HIPPA Privacy Act. According to the best practices memo, "the HIPPA privacy rule does not require a BAA for students in clinical settings who, as volunteers and trainees, are considered to be part of the covered entity for purposes of HIPAA compliance." To read the statement in its entirety, please refer to "Business Associate Agreements Memo" on page 17.

Best Practices—Safety & Security

The Kennedy Center's Security Analyst has provided guidelines for ensuring the personal safety and security of interns. For more information, please visit the Kennedy Center's safety and security website at travelsmart.byu.edu.

Assessment

There are two levels of internship assessment in all department internship programs: (1) The department program as a whole, which is evaluated through a department self-study; and (2) individual internship experiences, which are evaluated through questionnaires from student and internship providers twice during the internship.

Self-studies: Departments should assess their own internship programs when the department is assessed to make sure department internship programs are following internship policy. See the sample tables in the "Sample Program Self Study" on page 19.

Internship Quality: The responsibility of monitoring internship quality rests on the internship provider, student, and department internship coordinator. Departments use some combination of on-site visits, regular phone contact, surveys, and student interviews to assess internship quality. Sample written evaluations start on "Sample Evaluations" on page 23.



Official Internship Policy



Internships Policy

10 February 2014

An internship is an academic, curriculum-based practical work experience in a particular field of study that enhances student learning, and for which a student is enrolled. Internships may include externships, clerkships, student teaching, or similar work experience. While a qualified on-site supervisor in the workplace directs the larger part of learning, the student is also supervised by a discipline-specific faculty advisor or department administrator who monitors the student's progress and resolves any concerns of the student or the internship provider under department or school internship oversight.

Internship Enrollment and Experience

The course numbers designated by the University Curriculum Council for internships are 199R, 299R, 399R, 496R, 599R and 688R. All students engaged in internships must be enrolled during the time they are participating in the internship in one of the designated course numbers (0.5–12 credits), and those numbers should not be used for any other purpose. The minimum number of internship hours for each hour of credit earned is 42 hours, but academic departments or schools determine the actual number of experience hours required for each earned credit hour. Credit for internship experience is not given retroactively; neither can credit be given in advance of the internship. All internship experience for which a student is enrolled must be preceded by the establishment of academic requirements, completion of contractual agreements, and pre-internship orientation of the student.

Suitability of the Internship Experience

The department or school's faculty advisor or administrator must determine the suitability of internship experiences using guidelines established by the department or school's faculty oversight committee. Experiences should have material relevancy to the academic discipline. Students should be expected to use a variety of skills and knowledge and have an assigned on-site supervisor who is an experienced professional in the industry. Students may not receive grades or internship credit under the supervision of any immediate family members (spouse, parent, child, sibling, grandparent, aunt, uncle, first cousin, corresponding in-law, or "step" relation). In addition, students may not fulfill internships for organizations owned or managed by any immediate family members. Additionally, students may not intern as a self-on-site supervisor or intern for another student. They should be given quality experiences involving increasing responsibilities and learning opportunities to develop their skills as independent thinkers and to actively prepare for post-graduate opportunities.

International Internships

The same principles expressed above regarding domestic internships also apply to international internships. In addition, the department or school that sponsors the international internship programs should discuss the international internship location and experience providers with



International Study Programs (ISP) Office of the Kennedy Center for International Studies. The ISP Office will advise the academic units on the safety of the proposed internship location, on the professional quality of the internship provider, and on the legal documentation and requirements for doing internships in that location. ISP will also work with the sponsoring department or school to manage student payments and the program application process. The sponsoring department or school is responsible to ensure that the internship provider will give an experience that meets the department's internship learning outcomes.

The sponsoring department or school is also responsible for selection of students for international internships, preparation within their discipline, and making arrangements with ISP Office personnel in the Kennedy Center who will prepare students to cope with cultural, health, security, political, and social issues within the geographical area of their internships.

Department or School Commitment

A department or school must establish an internship oversight committee, which shall be responsible for departmental policy and practice. The oversight committee will establish appropriate prerequisites and ensure proper student preparation. The department or school must also assign adequate supervision for the internship, including a faculty advisor or department administrator to help the student set learning objectives for the experience and to mentor, monitor student progress, resolve concerns, and provide feedback to the student on a regular basis. The department is also required to obtain an Internship Master Agreement or IMOU with each internship provider. Internship Master Agreements must be signed and filed with the Internship Office prior to the start of a student's internship unless granted prior approval for an exception by the Internship Office in consultation with the Office of the General Counsel and Risk Management.

Internship Provider Commitment

The internship provider must agree to the learning objectives and to monitor student progress, making regular reports to the faculty advisor or department administrator. Progress reports should include attendance as well as qualitative assessments of student learning. The internship provider must agree to the Internship Master Agreement or IMOU.

Academic Standards

Each course designating internship enrollment (0.5–12 credits) should provide a syllabus with the following instructions:

- Purpose or learning outcomes of the course
- Course outline
- Assignments and expectations
- Test, evaluation, and grading instructions



The assignments must include combinations or elements of the following:

- Text(s)
- Papers
- Projects or research
- Demonstrations or presentations

Administrative Standards

During a pre-internship orientation, each student is to receive instructions regarding:

- Internship Registration & Management System (IRAMS) 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
- Internship Master Agreement or IMOU that outlines the obligations of the student, the university, and the internship provider
- Procedures for unanticipated termination

Documentation

The department or school must make available to the student and the internship provider copies of program documents and contracts describing the purpose and principles of the internship, including the activities and work involved.

Assessment and Feedback

The department or school must provide scheduled contact with the internship provider for feedback and assessment of the student's performance. The department or school must also provide routine assessment of internship providers to ensure quality learning experiences. If the internship provider does not continue to meet the requirements of the department or school's written guidelines, then the department or school will make immediate efforts to correct the deficiencies or terminate the internship and the Internship Master Agreement or IMOU with the provider.

APPLICABILITY: This policy applies to all internships involving university students, including all externships, clerkships, student teaching, and curriculum-based practical work experience.

RESPONSIBLE UNIVERSITY OFFICER: Associate Academic Vice President—Undergraduate Studies

RESPONSIBLE UNIVERSITY OFFICE: Internship Office



PRIOR VERSION: June 25, 2007

RELATED UNIVERSITY POLICIES:

- Contacts with Intelligence Agencies Policy
- Political Neutrality Policy
- Practice-Oriented Courses Policy
- Service-Learning Policy



Direct Sales Letter



14 July 2016

Dear BYU Administrators, Deans, Chairs, Faculty, and Internship Coordinators:

This letter is to remind you that beginning August 31, 2004, Brigham Young University ceased to approve direct sales opportunities for internship credit. This decision was due to several concerns: quality of student experiences, issues of compensation and responsibilities, and questions about the supervision and independent nature of direct sales positions. This decision was also based on legal challenges that arose in connection with some direct sales companies.

Therefore, the BYU Internship Office, as part of its continuing responsibility to monitor and make appropriate adjustments to the BYU internship programs, and acting with the full support and concurrence of university administration, concluded that internship experiences of this nature do not fully meet the university objectives and policy governing academic internships. This decision does not prevent companies from hiring BYU-Provo students into direct sales positions. However, academic internship credit will not be approved or awarded for these experiences.

We appreciate your cooperation in this matter. If you have questions, please address your concerns to the Internship Office 5435 HBL 422-3337, or kristine_hansen@byu.edu

Sincerely,

Kristine Hansen

Director, Internship Office



Business Associate Agreements Memo



DATE: September 23, 2004

TO: Deans, Chairs and Directors, Internship Coordinators, and Faculty Mentors

FROM: Adrienne Chamberlain
Administrative Coordinator
Office of Academic Internships

RE: Business Associate Agreements

I am in receipt a proposed Business Associate Agreement between the Department of Veterans Affairs (VA) and an Educational Institution or Program (BAA). It is my understanding that the V.A. is presently requiring all participating educational institutions to sign BAAs with the VA because it is the VA's view that this is necessary in order to be compliant with HIPAA Regulations. You should be aware that it is BYU's position that the HIPAA privacy rule does not require a BAA for students in clinical settings who, as volunteers and trainees, are considered to be part of the covered entity for purposes of HIPAA compliance.

Part 160 of Title 45 of the Code of Federal Regulations contains a definitional section regarding HIPAA and defines "workforce" as: "employees volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity." 45 C.F.R. § 160.103(2003). Because BYU students and faculty will at all times be functioning as part of the VA workforce under its direct control with respect to patient care and health records, they will be subject to the VA's HIPAA policies and procedures. Further, the training program under which BYU participates at the VA is considered part of the VA's "health care operations" as defined in 45

C.F.R. § 164.501, and use of Protected Health Information (PHI) is permitted pursuant to 45 C.F.R. 164.506. As a result, a BAA is not needed.

In addition, you should also be aware that the Office of Civil Rights Guidance on the HIPAA privacy rule has provided useful interpretation regarding the identity of business associates subject of the privacy rule. According to the OCR "a member of the covered entity's workforce is not a business associate." [Http://www.hhs.gov/ocr/hipaa/guidelines/businessassociates.pdf](http://www.hhs.gov/ocr/hipaa/guidelines/businessassociates.pdf) (December 3, 2002).

BYU has historically and at present includes confidentiality requirements in its Affiliation Agreements. Moreover, BYU trains its students regarding HIPAA and requires that its students participate in HIPAA training provided by the covered entity.

We believe that if the VA carefully reviews HIPAA in relation to student internship agreements, it will determine a BAA with BYU is neither legally required nor necessary. BYU would be happy to sign the usual affiliation agreements. Indeed, we find it important to lay out each party's obligations. However, the Business Associate Agreements appear to place us in an untenable position.

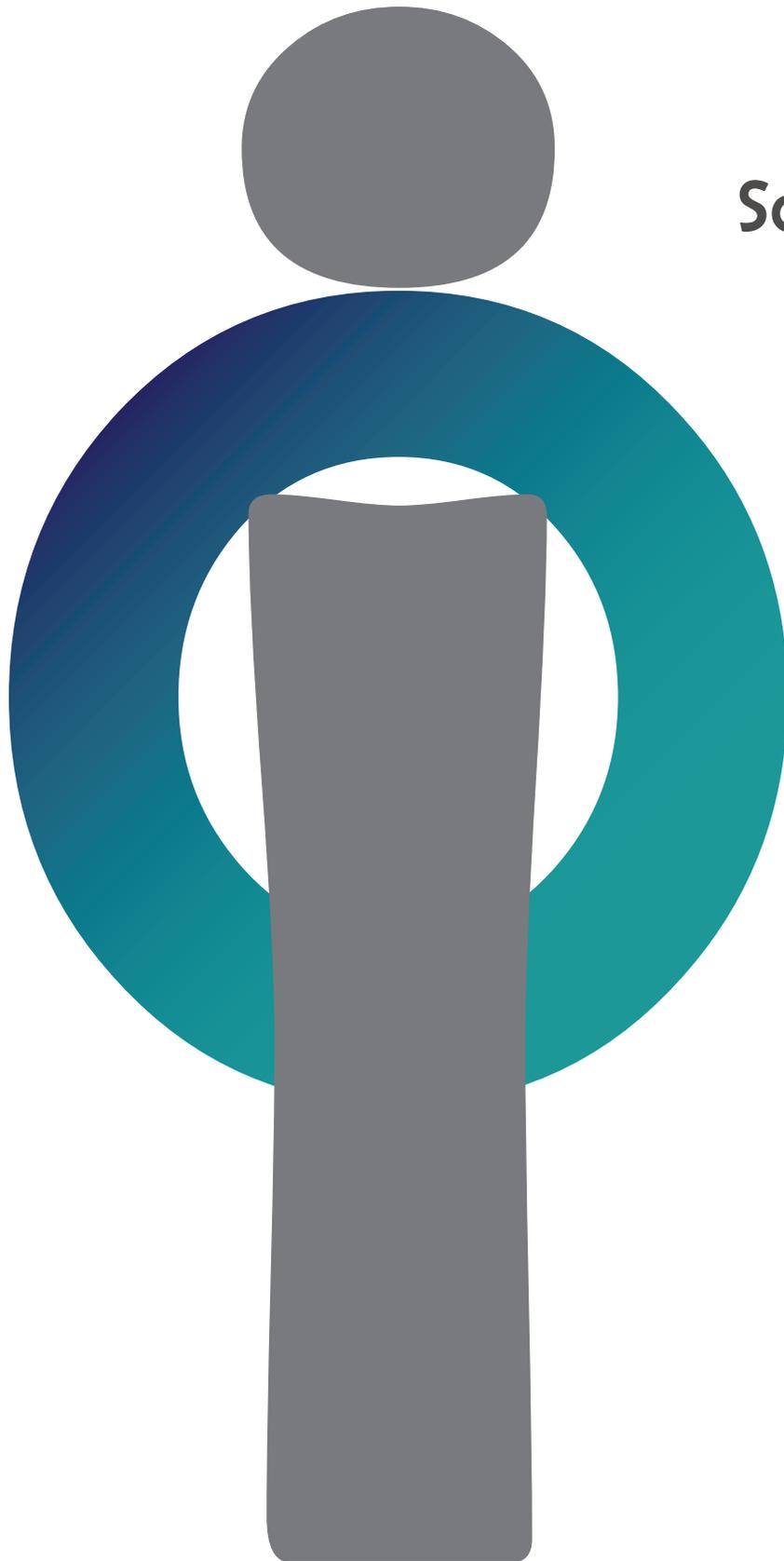
Adrienne Chamberlain
Administrative Coordinator of the Office of Academic Internships

Sample Program Self Study



Sample Table A

#	Student ID #	Student Last Name	Student First Name	Internship Provider (IP) Name	IP Address	IP Phone
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						



Sample Evaluations

Internship Provider Evaluation of Intern

Intern Name: _____

Supervisor: _____

	Poor	Below Average	Average	Above Average	Excellent	Comments
Competence in the Job						
Decision-making skills						
Organizational skills						
Knowledge						
Productivity						
Initiative						
Creativity						
Verbal Communication						
Written Communication						
Professionalism						
Personal Appearance						
Attitude						
Punctuality						
Dependability						
Confidentiality						
Adaptability						
Interpersonal Relations						
Client Relations						
Staff Relations						
Empathy						
Cooperation						
Friendliness						
Personal Attributes						
Enthusiasm						
Persistence						
Assertiveness						
Emotional Stability						
Motivation						

Intern's Strengths:

Intern's Weaknesses and Suggestions for Improvement:

Noteworthy Observations of Intern's Performance:

Supervisor's Signature _____ Date _____

Internship Provider Evaluation of Intern

Intern Name: _____ Supervisor: _____

Company Name: _____

Address: _____

Email: _____ Phone: (____) _____ - _____

	Poor	Below Average	Average	Above Average	Excellent	Comments
Job Performance						
Followed directions						
Punctual						
Self-motivated						
Initiated follow-through						
Dressed appropriately						
Written communication						
Work was accurate						
Flexible						
Able to confront problems						
Interpersonal skills						
Achieved objectives						
Overall rating						

Please comment on the overall performance of the intern in reference to the initial job performance objectives which were established at the beginning of the internship.

Would you consider another BYU intern? Why? Yes Not at this time

Supervisor's Signature _____ Date _____

Student Internship Evaluation

1. Describe the major assignments/duties performed during your internship.
2. What discoveries did you make during your internship? (About your emphasis, the company, yourself, coworkers, the work place and environment, etc.)
3. What aspects of the internship did you enjoy most and least?
4. Were you supervised adequately during the time you were doing your internship?
5. What were your objectives? Did you meet them?
6. Did you get support from your faculty adviser?
7. Do you feel you were prepared for this internship through your course work?
8. Do you have suggestions for students who may do an internship with this employer or any other?
9. What would you have done differently?
10. Other comments?

Intern's Self-Evaluation

Intern Name: _____

Agency: _____

	Poor	Below Average	Average	Above Average	Excellent	Comments
Competence in the Job						
Decision-making skills						
Organizational skills						
Knowledge						
Productivity						
Initiative						
Creativity						
Verbal Communication						
Written Communication						
Professionalism						
Personal Appearance						
Attitude						
Punctuality						
Dependability						
Confidentiality						
Adaptability						
Interpersonal Relations						
Client Relations						
Staff Relations						
Empathy						
Cooperation						
Friendliness						
Personal Attributes						
Enthusiasm						
Persistence						
Assertiveness						
Emotional Stability						
Motivation						

Your Strengths:

Suggestions for Improvement:

Noteworthy Observations/Specific Assignments:

Intern's Signature _____ Date _____

Domestic Internship Process

Following are the steps to establish a domestic internship:

- The student (1) completes all department prerequisites, (2) secures an internship with the provider of his or her choice, (3) completes the Internship Registration and Management System (IRAMS) application online, (4) obtains approval for the internship from the department internship coordinator as well as the University Internship Office, and (5) secures a signed Internship Master Agreement before beginning the internship, if an agreement is not already in place. For more information on IRAMS, please see the coordinator and student instructions; “Step-by-Step Coordinator IRAMS Instructions” on page 80 and “Step-by-Step Student IRAMS Instructions” on page 61.
- The department internship coordinator orient the student to the internship course syllabi and helps the student set academic learning objectives and orients the student.
- The student enrolls in the internship course through AIM once the IRAMS application has been approved.
- The student completes the internship and all assignments and evaluations as outlined by the department and receives a grade from the department internship coordinator.

Domestic Internship Process for International Students

In addition to the standard internship process, an international student is required to check with the International Services Office for personal eligibility and submit to the same office a letter from the prospective employer, a letter from the student’s department internship coordinator, a current and original I-20, and proof of enrollment in an internship class. Each item requires specific information as outlined in the section “International Students” on page 116 For international internships, please see the section “International Internships” on page 43.

Responsibilities

Department Internship Coordinator

As a coordinator, you should function as the facilitator of the entire internship process. You help the student locate an appropriate internship by posting positions, recommending potential internship providers, and maintaining steady relationships with potential internship providers. Once the student finds an internship, you are responsible for approving individual internship applications through IRAMS and ensuring that all parties involved sign the proper paperwork prior to the student participating in a quality internship experience. At times, on-site visits may be appropriate for quality-control purposes. For specific guidelines on completing paperwork for domestic internships, please see “Instructions for Domestic Forms” on page 29. You are also responsible for grading and evaluating the student’s internship experience through questionnaires, journals, assignments, tests, etc., and for assigning grades as appropriate. You should also be willing to function as an ambassador for internships to your department’s students, faculty, staff, and administration.

Internship Provider

The internship provider must agree to the Internship Master Agreement, an acceptable modification thereof, or an acceptable provider-generated agreement designed to indemnify all parties involved in the internship process (provider, university, and student). The internship provider must also agree to provide a quality internship while helping the student achieve his or her learning objectives and to monitor student progress by making regular reports to the faculty advisor or department coordinator. Progress reports should include attendance as well as qualitative assessments of student learning. Most departments choose to fulfill this responsibility by having the internship provider evaluate the student at midterm and during finals.

Student Intern

The student’s first responsibility is to ensure that they have met all of the department’s prerequisites before seeking and

obtaining an internship. Most students locate internships through their department's internship office or on their own by pursuing a course of action similar to that of a job search. Once the student has secured an internship, he or she must contact the department internship coordinator to obtain approval and complete the proper paperwork for the internship. The student needs to work with the coordinator to have the internship provider complete the Internship Master Agreement prior to beginning the experience. To obtain credit, the student must complete the Internship Application online and receive approval to add an internship course through AIM. The student must abide by the expectations outlined in the course syllabus.

Faculty Internship Advisor

To ease the workload of the department internship coordinators, some department programs assign students to individual internship advisors who are faculty members. Generally, the responsibilities of this position include helping students establish solid learning objectives for their internship and mentoring students throughout their internship experience.

Instructions for Domestic Forms

Procedure

Internship Master Agreements must be completed and submitted to the Internship Office prior to a student beginning his or her internship. A current list of providers who have already signed a Internship Master Agreement can be accessed via the Internship Office home page (intern.byu.edu). The department internship coordinator is responsible for the completion of all of the following forms though the completion may be facilitated by the student. If assistance is needed to obtain a signed agreement, please email the company name, contact name, and contact's email address to adrienne_chamberlain@byu.edu. The Internship Office will attempt to obtain a signed agreement.

Internship Master Agreement

This form is to be filled out by the internship provider (the organization) and signed on page three by an "Administrator or Responsible Officer" for the internship provider. A "Standard Internship Master Agreement" on page 37 of this document. Send the completed agreement to the Internship Office for processing. The Internship Master Agreement is then kept on file in the office and entered into the Internship Master Agreement Database (use link.byu.edu/intern07 to search the database). The Internship Office will email the scanned agreement to the initiating department (if known) and the internship provider.

Processing

Once the Internship Master Agreement (IMA) is signed, please send the IMA (at least the first three pages) to the Internship Office for processing. The office will sign the agreement, enter the provider information into the database, and email a copy of the IMA to the initiating department (if known) and the internship provider. If the provider is already listed on the web site, the Internship Master Agreement does not need to be completed again unless the provider would like to update its information on file.



Flowcharts

For Students Who Want Internship Credit

1 Contact your Department Internship Coordinator

- i Talk to your department internship coordinator about completing all the prerequisites for your major.
- i If you do not have declared major, contact the Open Major Advisement Center internship coordinator

2 Secure an Internship

- i Use the university network, external job searches, or contact your department internship coordinator to obtain an internship position in your field.

3 Submit an Internship Application (IRAMS)

- i Access the Internship Registration and Management System (IRAMS) application on the Internship Office website (intern.byu.edu) or enter "Intern01" in the Quick URL on the BYU homepage.
- i Select the semester/term for the internship and complete the entire application.
- i Click the submit button at the end of the form to send the application to your department internship coordinator for endorsement and review.

4 Procure an Internship Master Agreement (IMA)

- i Confirm if the internship provider already has an agreement with BYU in the Internship Master Agreement Database (available from intern.byu.edu or link.byu.edu/intern07).
- i If there is not an IMA already on file, have the internship provider complete the Internship Master Agreement available online from intern.byu.edu. The internship provider should send the completed Internship Master Agreement to the Internship Office (internship@byu.edu or 5435 HBLL) for processing.

5 Collaborate with the Department

- i Set learning objectives with the internship provider and department internship coordinator and return all department paperwork.
- i Contact your department internship coordinator to check on the status of your IRAMS internship application.

6 Verify Internship Office Approval of IRAMS internship Application

- i Return to the internship application to ensure that all student obligations --if there are any--have been uploaded and accepted on the Student Obligation Documents page (link.byu.edu/intern13).
- i Once the application has been approved by the University Internship Office, the student will receive an automatic email stating that they are cleared to enroll for an internship class.

7 Add the Internship course

- i Enroll in the internship course—courses cannot be added after the discontinuance deadline for the semester or term.
- i If it is after the Add/Drop Deadline, but before the discontinuance deadline then an automatic email will be sent to the Registrar's Office requesting that the student be added to the internship course.
- i The student completes the internship along with the required assignments and assessments with supervision from provider and advisor or coordinator.
- i International students will need to speak with the International Services Office.

Department Internship Coordinator: Working With a Student

Follow these steps if a student contacts you seeking an internship

1
Has the student completed the department internship prerequisites?

i Orient the student to the department internship process and outline all prerequisites to the student

2
Has the student located an internship?

i Use the university network, external job searches, or your contacts to procure an internship position for the student.

3
Does the internship meet department and university criteria for an academic internship?

i Work with the provider and student to define an appropriate internship experience for the student.

4
Has the student submitted an IRAMS Internship Application?

i Direct the student to complete the Internship Application online by accessing the Internship Registration and Management System Application on the Internship Office website intern.byu.edu or by entering "intern01" in the Quick URL on the BYU homepage.

5
Has an Internship Master Agreement (IMA) been signed by the internship provider?

i Confirm if the internship provider already has an agreement with BYU in the Internship Master Agreement Database (available from intern.byu.edu or link.byu.edu/intern07).

i If there is not an IMA already on file, have the internship provider complete the Internship Master Agreement available online from intern.byu.edu.

i Submit the completed Internship Master Agreement to the Internship Office for processing.

6
Has the student added the internship course?

i After receiving approval from the Department Internship Coordinator and the Internship Office, the student can enroll in an internship course through AIM.

7
Have the internship supervisor and student completed the evaluations?

i During the student's internship period, the provider and student should both complete at least one evaluation of the experience that you will use, in addition to any assignments, as a basis for the student's final grade.

i At the end of the internship process, evaluate the student, and issue the final grade.

Department Internship Coordinator: Working with an Internship Provider

Follow these steps if an internship provider contacts you seeking an intern from BYU:

Is the company/organization contacting you a legitimate organization with established credibility?

Yes

No

Trust your judgment and terminate the interaction to avoid endangering students or the university.

Does the internship description match your department's area of study?

Yes

No

Please refer the provider to a more appropriate department using the [Department Internship Coordinator List](#) at or the Internship Office.

Is the company willing to supervise and mentor the intern in an academic experience?

Yes

No

Find out how they are willing to help the intern and reach a mutually beneficial solution.

Has an Internship Master Agreement been signed by the internship provider?

Yes

No

Have the provider complete the agreement and return it via e-mail, fax, person, or mail to the Internship Office

Has the organization already located and hired an intern from BYU to fill this position?

Yes

No

During the student's internship period, provider and student should both complete at least one evaluation of the experience that you will use, in addition to any assignments, as a basis for the student's final grade.

Help the provider locate an intern through posting the opportunity, passing info to faculty, etc.

At the end of the internship process, make sure to ask the provider when they would like another BYU intern at their organization.

How Internship Providers Can Obtain BYU Interns

Determine the general university area of study for the internship position

1

Visit the main menu at www.byu.edu and explore the subhead of Colleges and Schools.

Contact the Department Internship Coordinator

2

Locate the appropriate department internship coordinator using the contact list at intern.byu.edu. On the website click the Internship Providers tab, then click the link to the Department Internship Coordinator List. The contact information for all the department internship coordinators will open in a PDF.

Define the internship opportunity

3

Explain the internship opportunity to the department internship coordinator. The department internship coordinator will determine if the internship opportunity fits the course curriculum for academic credit within their department.

Sign an Internship Master Agreement (IMA)

4

Confirm if the company or organization has an agreement with BYU in the Internship Master Agreement Database (available from link.byu.edu/intern07).

Obtain the Internship Master Agreement from intern.byu.edu (click the Internship Providers tab, then click Internship Master Agreement), or email internship@byu.edu; complete and return to the coordinator, who will send it to the Internship Office.

Find an intern

5

Collaborate with the department internship coordinator, who will assist you in finding an intern suitable for your organization and will lead you through any departmental procedures.

Establish Objectives

6

Once an intern is found and the process completed, the student will complete the internship and any required assignments with your supervision and the support of his or her advisor or coordinator.

Evaluate the Internship Experience

7

At the end of the internship experience, you will be asked to evaluate the intern and your overall experience with BYU. Return the evaluation to the department internship coordinator.



**Sample Internship Master
Agreement Letter or
Email**

[Date]

[Internship Provider Address]

Dear [contact's name],

Thank you for accepting [student's name], a Brigham Young University student, as an intern with [organization's name]. Internships are critical to the professional, academic, and personal development of our students. They are also valuable to you as a provider as you receive ethical, capable, and productive interns that have potential to be easily converted to full-time employees. The internship program is also an opportunity for our two organizations to strengthen our working relationship.

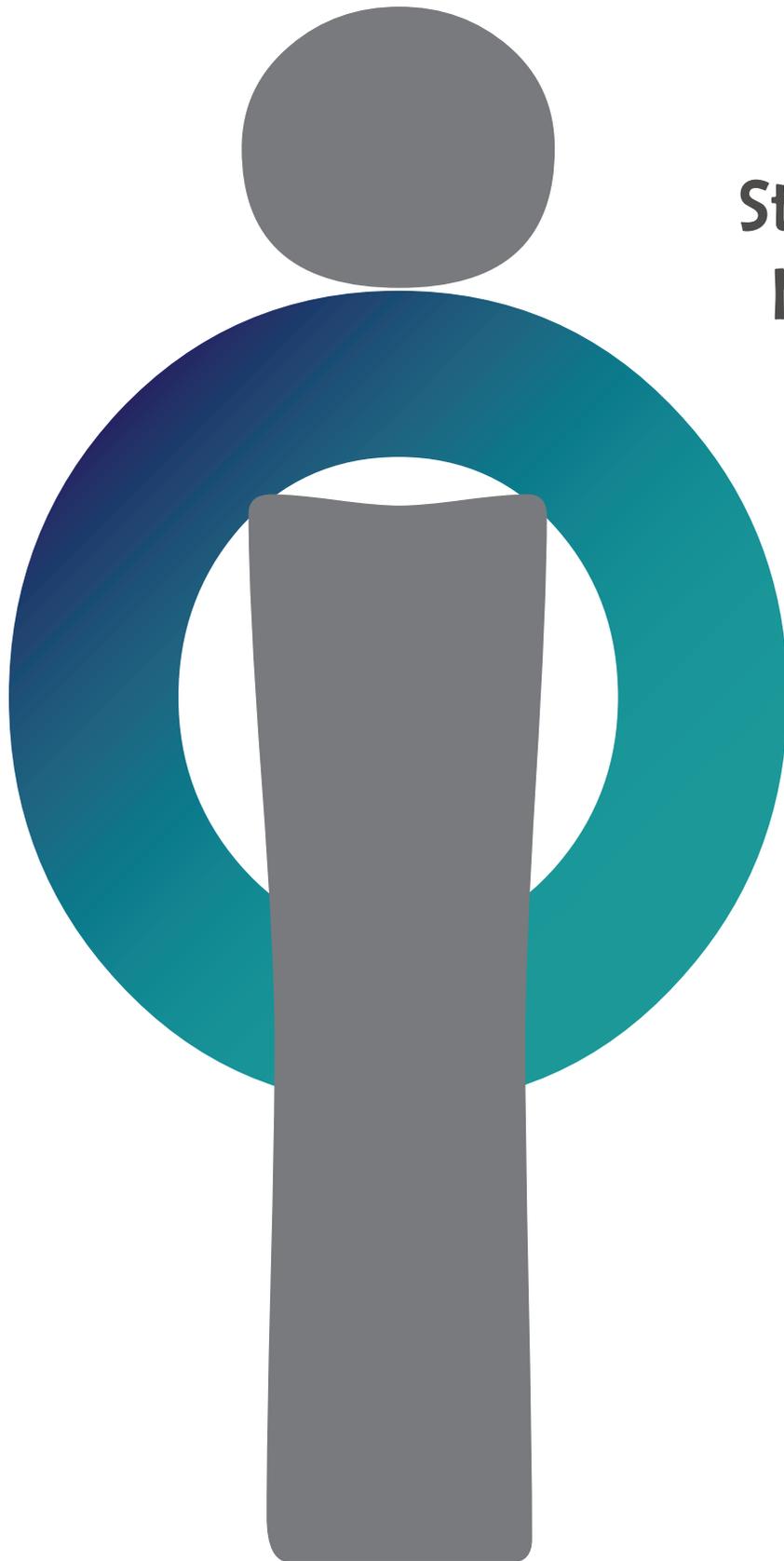
As a protection to your organization, the university, and the student during the time the student is enrolled in the internship experience, BYU requires all organizations providing learning experiences to our students to sign and return the enclosed Internship Master Agreement. This agreement enacts a \$1,000,000 liability insurance policy which covers the professional liability and/or commercial general liability that may arise from the acts of student interns. Please return the Internship Master Agreement to me at the following address [department internship coordinator's address]. The Internship Master Agreement or a mutually acceptable version thereof must be in place prior to the student beginning the experience.

Thank you for your cooperation and participation in BYU's internship program. We look forward to continuing this partnership.

Sincerely,

[Department Coordinator's Name]

[Department Coordinator's Contact info]



Standard Internship Master Agreement

**INTERNSHIP
MASTER AGREEMENT
Brigham Young University**

This Agreement is entered into this _____ day of _____, 201____ (“Effective Date”) between Brigham Young University, a Utah nonprofit corporation and educational institution (“BYU”), and _____ (the “Experience Provider”) located at _____.

1. **PURPOSE.** In order to facilitate internship opportunities and educational experiences for students, this Agreement is intended to govern the relationship between Experience Provider and BYU with respect to student Interns from BYU in an internship arrangement with the Experience Provider.

2. **GENERAL CONSIDERATIONS.**

2.1 An internship is a cooperative student program between BYU and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction that help students of BYU (each an “Intern”) acquire skills and knowledge related to their chosen field of study or occupation.

2.2 This Agreement is effective as of the Effective Date and may be terminated by BYU or the Experience Provider for any reason by providing 90 days advance written notice to the other party.

2.3 Experience Provider and BYU shall each provide a contact person (the “Internship Coordinator”) for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Internship Coordinators for the Experience Provider and for BYU. Others may be designated in writing by the parties at any time.

For Experience Provider:

For BYU:

Telephone: _____

Telephone: _____

Email: _____

Email: _____

2.4 BYU and the Experience Provider agree to indemnify each other from any claims or liability, including reasonable attorneys’ fees, due to their respective negligent acts or omissions arising from the performance of this Agreement. Each party further agrees to have in effect insurance coverage to adequately underwrite this promise of indemnity.

2.5 Neither BYU nor the Experience Provider will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party’s actions, inactions or negligence. If, however, such claims disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both the Experience Provider and BYU, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.

2.6 This Master Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between BYU and the Experience Provider and their employees, Interns, or agents; but rather is an Agreement by and among two independent contractors. Each Intern is placed with the Experience Provider in order to receive educational experience as part of

the academic curriculum; duties performed by an Intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for the Interns participating in the educational experience.

2.7 The parties acknowledge and agree that it shall be the responsibility of each Intern to: (i) comply with the Experience Provider's policies and procedures; (ii) report any serious problems related to the Experience Provider, including safety and personnel problems, to the Internship Coordinator at BYU and the Experience Provider; and (iii) maintain a health insurance policy in effect during the full period of any internship with the Experience Provider.

2.8 This Agreement covers (check one):

Single location of Experience Provider—i.e., only that location with address listed above. (Note: a separate agreement will be required for each different location of Experience Provider.)

Multiple locations of Experience Provider—i.e., only those locations listed below. (Attach sheet if additional space needed.)

All locations of Experience Provider.

3. **RESPONSIBILITIES OF BYU.** BYU shall:

3.1 Provide course information and objectives, and ensure that each participating Intern meets academic and other qualifications that are consistent with the objectives and requirements of BYU's program;

3.2 Make reasonable efforts to ensure that each Intern from BYU is aware of Intern's responsibilities to abide by the terms of Section 2.7, and that each Intern from BYU shall agree to abide by the terms in the "Student Agreement" attached as Exhibit A;

3.3 Make reasonable efforts to ensure that the Intern participates in the internship during the dates specified unless modified by the Experience Provider and BU. This includes instructing each Intern about the consequences of not completing the internship.

3.4 Provide an administrative framework and a teaching faculty adequate in number, qualifications, and competence to develop and carry forward its instruction and supervision;

3.5 Ensure that for each internship, the Internship Coordinator of BYU (i) maintains ongoing contacts with the Intern and the Experience Provider, (ii) discusses the specifics and

- expectations of the internship with the Intern and the Experience Provider, (iii) monitors the Intern's progress with the Intern and the Experience Provider, and (iv) advises the Intern relative to a program of study related to the internship experience; and
- 3.6 Provide liability insurance to cover damage or harm caused by the Intern in the amount of \$1,000,000 per person, per occurrence, \$3,000,000 in the aggregate.

4. **RESPONSIBILITIES OF THE EXPERIENCE PROVIDER.** The Experience Provider shall:

- 4.1 Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of BYU's program;
- 4.2 Orient the Intern to the Experience Provider's rules, policies, procedures, methods, and operations;
- 4.3 Evaluate the Intern's performance and notify BYU's Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern;
- 4.4 Comply with all the federal, state, local, and municipal laws, ordinances and codes applicable to Experience Provider;
- 4.5 If applicable, pay the Intern the agreed upon rate of compensation for the term of the internship and fulfill all legal requirements related to Experience Provider's independent contractor/employment relationship with the Intern; and
- 4.6 Accept the primary responsibility for supervision and control of the Intern at the internship site.

5. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE AFFIXED THEIR SIGNATURES BELOW:

Experience Provider

Brigham Young University

By _____

By: _____

Printed Name _____

Printed Name Adrienne Chamberlain

Date _____

Date _____

EXHIBIT A
STUDENT AGREEMENT
BRIGHAM YOUNG UNIVERSITY

The student hereby agrees to the following:

1. Be enrolled as an internship student.
2. Comply with all Experience Provider rules, policies and procedures.
3. Complete the internship during the dates specified unless modified by the Experience Provider and BYU. Students who feel they must leave or not start an internship for which they have registered must do the following: (1) Consult the BYU department/college internship coordinator or faculty member supervising the internship and explain their reasons for wanting to discontinue the internship. (2) If the department agrees with the student's decision, the internship provider must be given appropriate, timely notice about the discontinuance. (3) If the decision to discontinue comes after the drop deadline, the student must petition to quit the internship. (4) If the student has received money from a BYU college or department to help defray expenses associated with the internship, the student may be required to give back an amount commensurate with the time not spent in the internship. Students who leave internships early without notifying their BYU supervisor and the internship site supervisor may receive a low or failing grade for the internship and may be blocked from registering for future internships.
4. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the BYU Internship Coordinator.
6. Complete all BYU academic assignments and course work as outlined by the applicable department.
7. Adhere to BYU's Honor Code and the Experience Provider's Standards of Personal Conduct and Dress and Grooming Standards.
8. Receive and read a copy of the Internship Master Agreement between BYU and the Experience Provider. I acknowledge that it is incorporated by reference into this Agreement and that I am bound by such terms and conditions therein which specifically apply to interns.
9. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
10. Authorize BYU's designated representative to grant permission for my necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.
11. Participation as an intern may involve risks not found in study at BYU. These include risks involved in traveling to and returning from place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
12. Be personally responsible for all housing, transportation, study, and other arrangements in connection with my internship and personally bear all associated costs. In addition, be personally responsible for any financial liability and obligation which I personally incur and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during my participation in the internship program. I understand that BYU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the internship. I understand that BYU is

not responsible for matters that are beyond its control, including, without limitation, strikes, war, loss, or theft of personal belongings, delays, weather, acts of God, governmental restrictions or acts, errors, or omissions of third party providers of goods or services.

13. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter or incur as an intern.
14. Acknowledge and agree that BYU is acting as an internship facilitator only and that BYU will be neither responsible for nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events and outcomes caused by Experience Provider's actions, inactions or negligence, even if BYU has been advised of the possibility of such.
15. Acknowledge and agree that as an Intern, I am placed with the Experience Provider in order to receive educational experience as part of my academic curriculum; my duties performed as an Intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
16. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Brigham Young University in the creative work or internship performance without the express written permission of Brigham Young University.

International Internships

International Study Programs (ISP) at the David M. Kennedy Center for International Studies offers a variety of programs designed to meet the needs of departments and students including study abroad, field studies, volunteer programs, internship programs, and individual internships. Some departments have developed partnerships with ISP to form internship programs all over the world, while other departments only work with ISP when an individual student initiates an international internship. Both processes are outlined below.

Internship Programs

Some departments desire to have groups of students completing an internship in a specific international location year after year with or without on-site faculty supervision. ISP offers planning and funding solutions to departments that wish to develop these programs. For additional information about establishing a group international internship program in your department, contact Aaron Rose at 204 HRCB, x2-8241, or aaron_rose@byu.edu.

Individual International Internships

When a student wants to pursue an internship anywhere outside of the United States or if the internship experience will take the student out of the country for any reason at any time, the student must work conjointly with the department from which credit will be given and ISP to ensure the experience's academic integrity and the student's cultural preparedness and safety. ISP recommends that a student begin the international internship process at least six months prior to the deadlines given below.

Deadlines

The deadlines for students to apply for an individual international internship are the following:

- 1 July for Fall Semester
- 1 November for Winter Semester
- 1 March for Spring Term
- 1 May for Summer Term

The only exception to these deadlines may be made if the department can verify that an experience is required for the student's major or graduation.

International Internships Procedure

- The student secures an internship, completes an International Study Programs Individual Internship Proposal Form ("Individual International Internship Proposal Form" on page 46). The student submits the completed form to Christopher Quinlan, christoper_quinlan@byu.edu 204-H HRCB or calls (801)422-8535. The student fills out the online ISP application, and waits to be approved by ISP.
- Upon approval, the individual student initiates the International Internship Master Agreement ("Standard Internship Master Agreement" on page 37 or "International Internship Affiliation Memorandum of Understanding" on page 49 depending on if the company is based in or outside of the United States) process. Once the form is completed, signed and returned to the university Internship Office, the Internship Office will process the documents and forward the originals to the appropriate department internship coordinator. During this period, the student receives training from ISP about creating course contracts, signs release forms, and receives orientation.
- The student obtains the appropriate signatures on his or her course contract. At this point, the student also needs

to complete any departmental paperwork required by the department providing credit.

- The coordinator sends the student back to ISP, and ISP will register the student for the internship and, if applicable, other courses. (If the student is slated to receive credit through a specific department, ISP at Kennedy Center will enroll that student in the department-specified internship course instead of the IAS internship course. The department does not register the student.)
- The student completes all course assignments as detailed in the course contract or syllabus.
- The faculty member who signs the course contract submits the grade to ISP at the Kennedy Center, not online. The faculty member will be compensated for his/her work with the students by ISP if he/she submits the grades to ISP.

Course Contracts

A course contract is a written agreement between the participating student and the faculty member overseeing the course that outlines the student's responsibility in order to receive credit for a specific course. In most cases with internships, the department syllabus given to interns should function as the course contract. For more details about course contracts, please contact ISP at the Kennedy Center for a copy of the booklet, "Professor Handbook for Mentoring ISP Students."

International Forms Instructions

All of the following forms may also be found online at <https://intern.byu.edu/content/international-internships>. The department internship coordinator is responsible for the completion of all forms, though the student may function as a facilitator. If assistance is needed to obtain a signed agreement, please email the company name, contact name, and contact's email address to adrienne_chamberlain@byu.edu. The Internship Office will attempt to obtain a signed agreement.

International Internship Master Agreement

This form is to be filled out by the internship provider and signed on the last page by an "Administrator or Responsible Officer" prior to the student's departure. In most cases, the department or ISP will initiate the International Internship Master Agreement process. The internship provider will return the International Internship Master Agreement to the university Internship Office for processing. The university requires only one agreement per internship provider. For a list of providers who are already approved, please see the Internship Office Web site. Both international internship providers and domestic internship providers are listed on the same database. The master agreement is also available on our website in French Canadian, French European, German, Simplified Chinese, Traditional Chinese, Japanese, Korean, Spanish European, and Spanish Latin. By navigating to intern.byu.edu, these forms can be found by clicking on the Department Internship Coordinators tab and then the link titled "International Forms".

Processing

The Internship Office will sign the agreement, enter the provider information into the database and send an emailed copy to the internship provider and the initiating department (if known). If the provider is already listed on the Internship Master Agreement web site, forms do not need to be completed again unless the provider would like to update its information on file.

Application Process

The International Study Programs (ISP) application can be found at: kennedy.byu.edu. The online application must be complete with all supporting materials by the deadline listed below. Apply under "Individual Internship."

Prior to your ISP application submission, check with your Department Internship Coordinator to assure that your internship focus is in line with your department's academic focus. If you are not sure who your Department Internship Coordinator is, check here: www.intern.byu.edu/OtherFiles/coordinatorContactinfo.pdf. After submission of your online ISP application, contact the appropriate facilitator (below).

Pre-Departure Seminar

All individual interns are required to meet with the ISP staff for five (5) pre-departure seminars. These seminars cover cross-cultural communication, personal safety, volunteering, international security, and how to maximize the international internship experience. Please check with the front desk in 204 HRCB for the seminar schedule.

Registration for BYU credit

Registration for BYU credit and courses abroad will occur through ISP at the David M. Kennedy Center for International Studies, 280 HRCB. Courses must be set up as a “study abroad” section by ISP. With departmental approval, courses from any departments can be set up through ISP.

Looking for International Internships?

- kennedy.byu.edu
- www.transitionsabroad.com
- www.studyabroad.com
- www.goabroad.com
- talk with your department internship coordinator

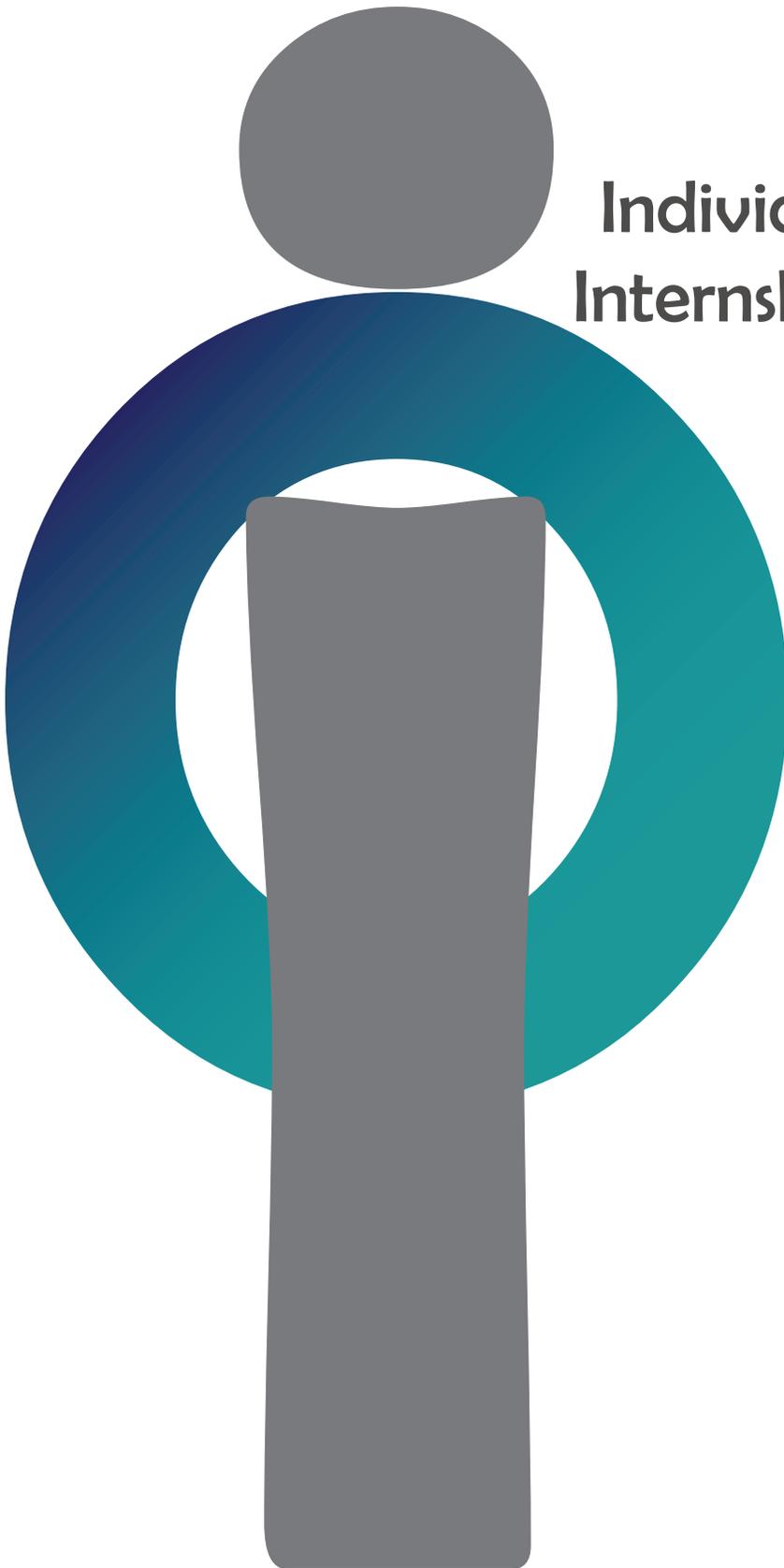
Safety

BYU students will not be able to participate in internships where the U.S. State Department has issued a Travel Warning, prohibiting U.S. travel. Please find this list at: <http://travel.state.gov/>.

Questions?

International Study Programs: 280 HRCB; 801-422-3686; kennedy.byu.edu

Please review the BYU International Vice President’s international travel policy at <http://kennedy.byu.edu/travelsmartlone.php>.



Individual International Internship Proposal Form



For Office Use Only <input type="checkbox"/> Approved Date _____ <input type="checkbox"/> Redraft Date _____ <input type="checkbox"/> Declined Date _____ <input type="checkbox"/> Security Date _____ <input type="checkbox"/> Registered Date _____

Individual International Internship Proposal Form

Student Information

Name: Last First BYU ID

Phone: Home Cell Email

Internship Information

Country City Organization Name

Address Web Address

Supervisor in the field: Name Phone Email

Experience Dates Fall/Winter/Spring/Summer and Year

Housing address & contact information in the field (phone at apartment or home, cell phone)

Describe the internship opportunity: _____

List any language or international experience: _____

Academic Information

Department Major Minor

Proposed internship course to enroll in and # of proposed credits (Econ 399R, BusM 199R, etc.)

Department Internship Coordinator Signature

Preparation Steps for an International Internship

Please be aware the approval process for an International Internship takes a minimum 3 months before departure

Students need to first meet with their Department Internship Coordinator to have their proposed internship opportunity approved. Once the department internship coordinator approves of the internship opportunity, the coordinator needs to sign the Proposal for an International Internship form. A list of Department Internship Coordinators can be found at:
http://saas.byu.edu/intern/OtherFiles/pdf_forms/CoordinatorContactInfo.pdf

Students then apply for an “**Individual Experience**” through International Study Programs (ISP) at <http://kennedy.byu.edu/apply> for the term/semester they will be enrolled for their international credits. **ISP WILL NOT CONTINUE TO ADVISE YOU UNTIL YOUR APPLICATION IS COMPLETE.**

Pre-Departure Seminars (minimum 2 months before departure)

All students are required to meet with the ISP staff 5 times prior to departure for international and cross-cultural preparation seminars. These seminars are offered Block 2 of Fall Semester, Block 2 of Winter Semester. The seminars cover cross-cultural communication, culture shock, personal safety, international security, and how to maximize the international experience. Check with the ISP Assistant (below) for the schedule of seminars. Students are required to research their destination country on www.culturegrams.org (click on “subscribers” in the upper left-hand corner of the page while logging in on BYU campus). This needs to be read before the security briefing

ISP Registration Form for BYU credit (minimum 2 months prior to departure)

Registration for BYU credit earned while abroad will occur through the “**ISP Registration Form.**” ISP serves as the registrar for any BYU credit earned while students are outside of the U.S. With departmental approval, courses from any department can be set-up as “study abroad” sections through ISP. **ISP Registration Forms** are obtained from ISP assistant. **Students are responsible for turning in completed ISP Registration Forms to ISP assistant.**

International Health Insurance (1 month prior to departure)

ISP will purchase secondary international health insurance coverage on behalf of the student through HTH Worldwide. This international health insurance is required to receive credit while abroad. Student intern coverage will cost **\$200** per semester. This charge will be placed automatically on the student's account. Accompanying spouse and child coverage is also available for additional charges. Students should not withdraw from their primary insurance carrier as HTH Worldwide is only supplemental.

BYU International Travel Policy

BYU's first priority in sending students abroad is personal safety and security. Students should review the BYU Travel Policy on the Kennedy Center TravelSmart page for travel and international updates: travelsmart.byu.edu. Students will not be able to participate in internships, study, fieldwork, or any activities where the BYU Travel Policy has a travel restriction.

ISP Individual Experience Assistance

Students should work with Christopher Quinlan's assistant, Patrice Carey in International Study Programs, for completing all of the above. Contact her at isp_assistant@byu.edu; 204F HRCB; 801-422-1541.



**International Internship
Affiliation Memorandum
of Understanding**

INTERNATIONAL INTERNSHIP AFFILIATION

MEMORANDUM OF UNDERSTANDING

Brigham Young University

This Memorandum of Understanding ("MOU") is between Brigham Young University, a Utah nonprofit corporation and educational institution ("BYU"), and _____ ("Experience Provider") located at _____.

1. **PURPOSE.** In order to facilitate internship opportunities and educational opportunities for students, this MOU is intended to govern the relationship between the Experience Provider and BYU with respect to student interns from BYU in an internship arrangement with the Experience Provider.

2. **GENERAL CONSIDERATIONS:**

2.1 An internship is a cooperative student program between BYU and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction that help students of BYU (each a "Student") acquire skills and knowledge related to their chosen field of study or occupation.

2.2 This MOU is effective as of the date signed below and may be terminated by BYU or the Experience Provider for any reason by providing 90 days advance written notice to the other party.

2.3 Experience Provider and BYU shall each provide a contact person (the "Internship Coordinator") for activities related to the performance of this MOU. The following contact names and addresses shall be the initial Internship Coordinators for the Experience Provider and for BYU. Others may be designated by the parties at any time.

For Experience Provider:

Telephone: _____

Email: _____

For BYU:

Telephone: _____

Email: _____

2.4 Neither BYU nor the Experience Provider will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party's actions, inactions or negligence.

2.5 The parties acknowledge and agree that it shall be the responsibility of each Student to:

- i. comply with the Experience Provider's policies and procedures;
- ii. report any serious problems related to the Experience Provider, including safety and personnel problems, to the Internship Coordinator at BYU and the Experience Provider;
- iii. enroll at BYU as an academic internship student;
- iv. enter into a separate written agreement between BYU and the Student; and
- v. maintain a health insurance policy in effect during the full period of any internship with the Experience Provider.

3. **RESPONSIBILITIES OF BYU.** BYU shall:

- 3.1 Provide pertinent course information and objectives to Experience Provider, and ensure that each participating Student meets academic and other qualifications that are consistent with the objectives and requirements of BYU's program;
- 3.2 Make reasonable efforts to ensure that each Student from BYU is aware of Student's responsibilities to abide by the terms of Section 2.5;
- 3.3 Provide an administrative framework adequate to carry forward its responsibilities herein;
- 3.4 Ensure that for each internship, the Internship Coordinator of BYU reasonably strives (i) to maintain ongoing contacts with the Student and the Experience Provider, (ii) to provide information about the specifics and expectations of the internship with the Student and the Experience Provider, (iii) to monitor the Student's progress with the Student and the Experience Provider, and (iv) to advise the Student relative to a program of study related to the internship experience; and
- 3.5 Provide liability insurance to cover damage or harm caused by the Student in the amount of \$1,000,000 per person, per occurrence, \$3,000,000 in the aggregate.

4. **RESPONSIBILITIES OF THE EXPERIENCE PROVIDER.** The Experience Provider shall:

- 4.1 Provide planned and supervised opportunities for each Student to perform tasks to acquire and practice various skills based on objectives compatible with those of BYU's program;
- 4.2 Orient the Student to the Experience Provider's rules, policies, procedures, methods, and operations;
- 4.3 Evaluate the Student's performance and notify BYU's Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Student;
- 4.4 Comply with all national and local laws, ordinances and codes applicable to Experience Provider; and
- 4.6 Accept the primary responsibility for supervision and control of the Student at the internship site.

Experience Provider

Brigham Young University

By: _____

By: _____

Printed Name: _____

Printed Name: Adrienne Chamberlain

Date _____

Date _____

Registration Policy and Procedures

Registration Policy

Registration

The university registration policy requires students to apply and register for an internship prior to the start of the internship experience and within university registration deadlines. Granting credit for internships requires enrollment in the class during the semester or term in which internship participation occurs. If an internship extends through more than one semester or term, the student's registration should reflect the credit hours earned each semester or term.

Adding a Class

Students must complete an Internship Registration and Management System (IRAMS) internship application. For a complete description of registration instructions, please see the "Step-by-Step Student IRAMS Instructions" on page 61.

Registration Dates & Deadlines

All registration transactions (adding, withdrawing, etc.) for internships are subject to university registration dates and deadlines. These dates and deadlines are as follows.

- **Add Deadline:** The last day to 'add' classes is the 6th business day of a semester or term. Dropping classes during this time will result in the class being deleted from the transcript.
- **Discontinuance Deadline:** Students can discontinue (withdraw from all classes) from the university through this deadline, which is two weeks prior to the last day of class. Additionally the Discontinuance Deadline is the last date that a student is allowed to enroll in an internship course for a particular semester or term.

Occasionally, some internships begin after the add deadline. Students should still register for these courses prior to the add deadline if they have secured the experience. However, if registration wasn't possible prior to the deadline, students may complete an IRAMS internship Application to be approved by the internship coordinator and the Internship Office. Once the application has been approved by the Internship Office an automatic email will be sent to the Records and Registration Office to enroll the student in the course.

Assigning Credit Hours

Students must be registered for the appropriate amount of credit for each semester or term in which the internship occurs. The amount of credit that may be assigned for an experience varies from department to department from .5 to 12 credits. If an internship occurs over two or more semesters or terms, the student should be registered for the number of credits each term or semester that directly corresponds with the amount of work to be completed in each semester or term. In some circumstances, issuing a T-grade may be appropriate.

T Grades and I Grades Internship Policy

A grade of T indicates course work in progress and is used only in certain approved courses in which an internship may extend beyond the semester or term when it was begun. When the internship is completed, the T grade may be changed by means of a grade change form to A, B, C, D, E, or P, depending on the grade rule for the course.

The T grade is to be used at the department's discretion in the following cases:

- When the calendar start and end dates of a student's internship do not coincide with the start and end dates of a BYU semester or term.

- When a student is participating in an internship that extends across multiple semesters or terms. The student may enroll for the entire number of internship credits during the first semester or term and receive a T grade until the student completes the internship hours and course assignments, at which time the T grade will be changed to a letter grade or a pass/fail grade. (The student may also split the total number of credit hours and enroll anew for each additional semester or term that the student participates in the internship.)
- When, in rare cases, students are not able to complete all the required hours on site for an internship within a given semester or term because the internship provider for some reason does not have enough meaningful work for the student to do for a period of two or three weeks. In such a case, a T grade may be given while the student completes additional work elsewhere to achieve the required hours.

However, there are two cases in which a department may not use its discretion but must follow these policies:

- Students participating in an International Study Program through the Kennedy Center must be enrolled for every term or semester in which they are abroad (e.g., both spring and summer if they are abroad during both terms). Students proposing their own individual internship to International Study Programs will still be able to choose the number and the allocation of credits in conjunction with their academic department.
- International students may receive a T grade only if the internship course is a requirement for the student's declared major.

A T grade should be changed to a regular letter grade as soon as the student completes the work. After a T grade has been on student's record for a year, the professor must submit a regular letter grade, even if the student has not submitted all the required work. Individual departments may, at their discretion, impose a deadline earlier than one year for changing a T to a regular letter grade.

The BYU Internship Office relies on the integrity and good faith of internship coordinators not to abuse the T grade policy. For example, by allowing students to enroll for an internship before it actually begins so that the students can avoid paying tuition for the internship during a subsequent term or semester, internship coordinators may cause enrollment counts and faculty workloads to be reported inaccurately. Such inaccuracies have implications for the way university funding is distributed.

In nearly all cases, it will be possible to determine at the outset of an internship whether the T grade will be necessary to use. In such cases, the professor should explain to the intern why the T grade will be assigned and when it will be changed to a regular letter grade. When students are enrolling for an internship that can reasonably be completed by the grade deadline for a semester or term, professors should not lead students to believe that they can receive a T grade if their work piles up and it is difficult for the student to finish it at the end of the internship.

In other words, the T grade is not to be used like the Incomplete grade, simply to give students a little more time to finish up work that should have and could have been completed within the boundaries of a regular semester or term. If students find it difficult to complete all the academic requirements associated with an internship (e.g., paper, portfolio, or project), perhaps the professor needs to set due dates earlier or scale back the scope of the requirements so that students can reasonably finish by the time grades are due. If the academic expectations are reasonable, and the student simply does not hand in the work on time, the student's final grade should reflect the missing assignments. (For students who have legitimate difficulties that prevent them from completing work by the grade deadline, see the policy for I grades below.)

Retroactive Credit

The university cannot and will not grant retroactive credit for internship courses in any situation. This includes granting internship credit for past experiences or any experience that has already been completed or started without appropriate registration. Exams to "challenge" internship credit are not appropriate because they essentially constitute granting retroactive credit for hours of service rather than acquisition of academic content.

If any petitions are submitted that involve retroactive credit in any form, they will not be approved.

Internship Course Registration After the Add/Drop Deadline

Students whose internship applications are approved by the Internship Office after the add/drop deadline and before the discontinuance deadline will be automatically added into the internship course by the Records and Registration Office. If the Internship Office approves a student's internship application after the add/drop deadline and before the discontinuance deadline for a semester, IRAMS will send an automatic email to the Registration Office staff to have the class automatically added to the student's schedule. The IRAMS generated email will include the information provided from the student's internship application. Coordinators need to be absolutely precise with the class number, section and the number of credits on the student's internship application since that information will be used by the Registration Office to add the class to the student's schedule. The automatic email sent to the Records and Registrar's Office will have the following information:

Dear Registrar's Office Staff,

The following information pertains to Josephine Student's (123456789, phine3) enrollment in STDEV 199R 001 for 3 credits. Their internship application has been approved at Jan 27, 2016, 03:35 PM by Adrienne Chamberlain in the Internship Office.

- Student: Josephine Student [123456789, phine3]
- Semester/Term: Winter 2016
- Internship Course: STDEV 199R 001
- Registration Number: 001 08771 003
- Number of Credits: 3
- Coordinator Approval Date & Time: Christine Coordinator, Jan 27, 2016, 02:24 PM
- 2nd Approver Approval Date & Time (if applicable): n/a, n/a
- Internship Office Approval Date & Time: Adrienne Chamberlain Jan 27, 2016, 03:35 PM

Please enroll Josephine Student (123456789, phine3) in STDEV 199R 001 for 3 credits.

Please contact us at the Internship Office if you have any questions about this late internship course add request.

Thank you.

BYU Internship Office
internship@byu.edu
(801) 422-3337
5435 HBLL

Previous to Winter 2016, a student would take a completed Late Internship Registration Form—signed by the student and the department internship coordinator—to the Registrar's Office (B-150 ASB) within five business days of beginning the internship to request to add the class for the current semester or term. The Late Internship Registration Form will no longer be used by the Internship Office or accepted by the Registrar Office staff.

For answers regarding specific situations, contact the Records and Registration Office, x2-6570.

Change the Number of Credits After the Add/Drop Deadline

If you have a student who is enrolled in an internship course and needs to change the number of credits for the internship course, the internship coordinator will now send a detailed email to registration@byu.edu if it is between the semester or term add/drop deadline and the discontinuance deadline.

Please include the following in the email sent to registration@byu.edu.

- Internship Coordinator Name

- Department Internship Coordinator approval date and time of the student's internship application (in IRAMS)
- Internship Office approval date and time of the student's internship application (in IRAMS)
- Internship Program/Department
- Student Name
- Student BYU ID Number
- Current Semester/Term
- Internship Course Name, Number and Section
- Number of credit hours the class enrollment should be changed to
- Reason for the change

Dear Registrar's Office Staff,

The following student would like to change the number of credits they are currently enrolled in from 3 to 2.

- Internship Coordinator Name: Christine Coordinator
- Coordinator Approval Date & Time: Christine Coordinator, Jan 27, 2016, 02:24 PM
- Internship Office Approval Date & Time: Adrienne Chamberlain Jan 27, 2016, 03:35 PM
- Internship Program/Department: Student Development
- Student: Josephine Student
- Student BYU ID: 123456789
- Current Semester/Term: Winter 2016
- Internship Course: STDEV 199R 001
- Number of Credits: 3
- Number of credit hours the class enrollment should be changed to: 2

The internship provider has not been able to offer the student enough hours for Josephine Student to receive 3 credits and so please change the student's enrollment from 3 to 2 credit hours.

Thank you and let me know if you any questions.

If it is past the discontinuance deadline, the student will need to complete an online petition process found on the Registration Office website <https://registrar.byu.edu/petitions>.



IRAMS Process Flowcharts

If the internship is international or involves international travel, contact the Kennedy Center (237 HRCB, 2-3686, kennedycenter@byu.edu) about their internship application process.

International Internships

IRAMS Internship Application Process

Submit an Internship Application (IRAMS)

Students will complete and submit an online student internship application. After submission students will receive an e-mail notifying them that their application is under review by the Department Internship Coordinator.

Coordinator Review & Endorsement

Coordinators will receive an e-mail notification to review the student's internship application. Once the coordinator has verified that the internship provider has signed an internship master agreement (IMA), students will receive an e-mail notification of coordinator approval.

If the department has requested a 2nd Approver for the internship course, the 2nd Approver will approve or deny the application after the coordinator has endorsed the application. Students will receive an e-mail notification of decision.

2nd Approver Review & Endorsement

Internship Office Approval

Once the internship is approved by the department, the Internship Office will review the application. The Internship Office will approve or deny the application after all student obligations have been fulfilled. Students will receive an e-mail notifying them of the decision.

Add the Internship Course

After approval by the Internship Office students will be able to add their internship course through AIM. If it is after the add/drop deadline for the semester, an automatic email will be sent to the Records and Registration Office requesting that the student be added to the course.

International students must visit the International Services Office regarding their student status once they have enrolled in the internship course.

International Students

Once an application has been submitted a student cannot change any of the information in the internship application.

A notification email will be sent to the student.

Submit an Internship Application (IRAMS)

It is the responsibility of the student to find an internship. Most students locate internships through a department's internship office or by pursuing a course of action similar to a job search.

Fulfill all (if any) of the departmental prerequisites.

Find an Internship

The coordinator will orient the student to the internship application process.

The coordinator will verify that there is an IMA on file for the Internship Provider.

A notification email will be sent to the student

Coordinator Review & Endorsement

This step may be skipped if the course does not have a 2nd Approver.

The 2nd Approver will review and endorse the student's internship application.

A notification email will be sent to the student.

2nd Approver Review & Endorsement

Internship Registration and Management (IRAMS) Flowchart of Responsibilities

This step may be skipped if the application is approved before the add/drop deadline for a semester.

After the Internship Office approves the student's application, an automatic email will be sent to the Records and Registration Office requesting that the student be added to the course.

After the Add/Drop Deadline

Classes cannot be added after the discontinuance deadline for the semester or term.

International students will need to speak with the International Services Office regarding their CPT status.

Add the Internship Class

Student obligations, such as immunizations and background checks, must be uploaded to the application and accepted by the Internship Office.

A notification email will be sent to the student.

Submit Student Obligations

If there are any student obligations, they must be collected and accepted before the Internship Office will approve the internship application.

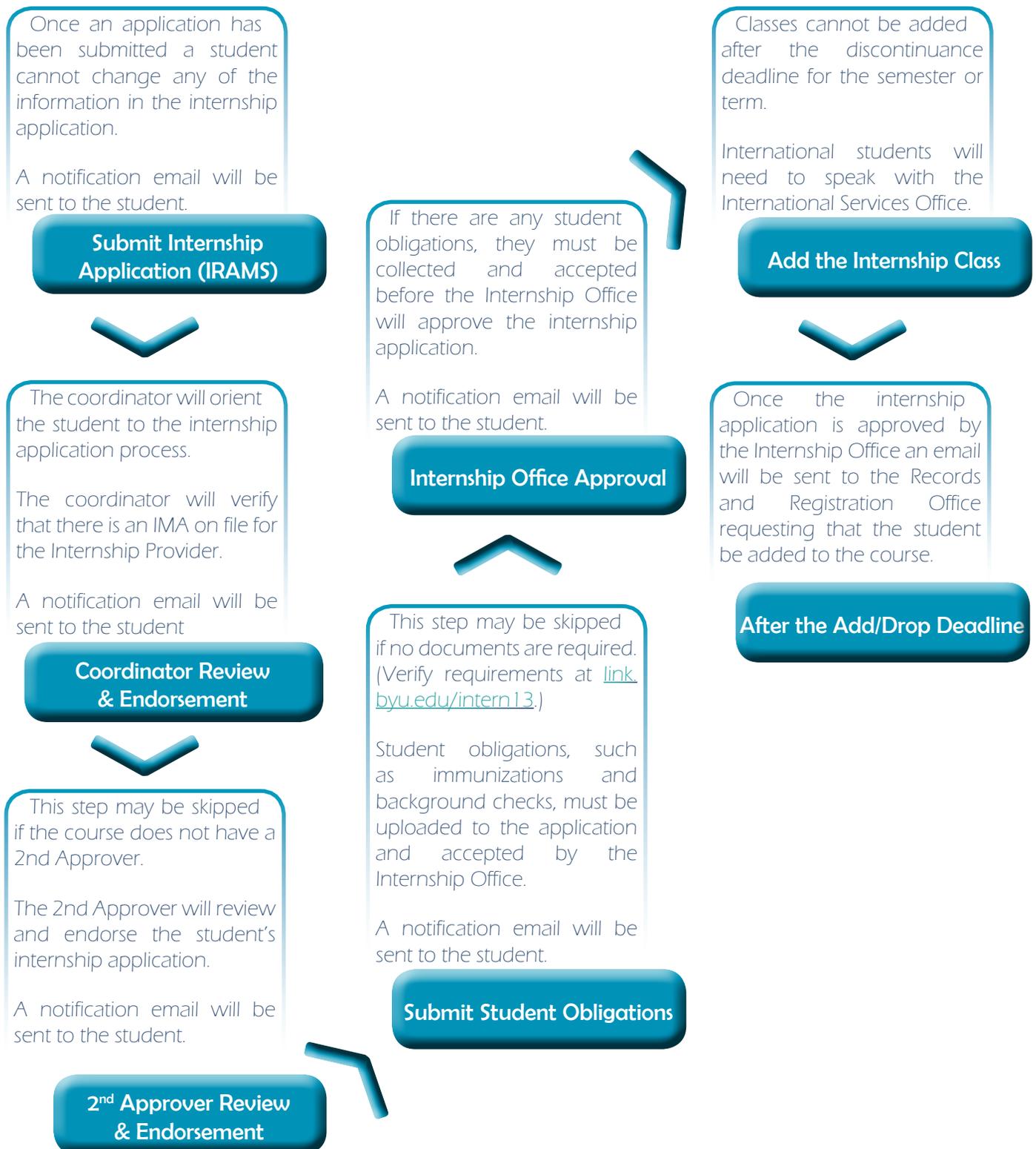
A notification email will be sent to the student.

Internship Office Approval

This step may be skipped if no documents are required. (Verify requirements at link.byu.edu/intern13)

Internship Registration and Management

Flowchart of Responsibilities





Step-by-Step Student IRAMS Instructions

Student's Internship Application Home Page

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. First, select the semester/term wherein the student 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 internship coordinator and the Internship Office. After the application has been approved, the student will receive an email informing you to add the course.

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

Personal Information section

If the personal information displayed in this section of the application has changed, please update the information on MyBYU.

The screenshot shows the 'BYU Internship Office' website with a 'sastg' logo and a 'Sign out' button. The main heading is 'INTERNSHIP APPLICATION HOME PAGE'. Below this, there are several sections:

- Personal Information:** Includes a profile picture of a young man and text: 'Name: Morrison, Marion Robert', 'DOB: 26 May 1907', 'BYU ID: 0000000', 'Email: john_wayne@byu.edu', 'Major: Theater and Film', 'Citizenship: United States'. A callout points to a 'MyBYU' link for updates.
- Relevant Information:** A list of links: 'Student Requirements', 'International Internships', 'International Student Requirements', 'Full-time Internship Scholarship Credit Load', 'Internship Policy'. A callout says: 'Click on the links in this section to review the Relevant Information.'
- Applications:** A table with columns: Semester/Term, Internship Provider(s), Class, Department Internship Coordinator, Status.

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 (801) 422-2670 106 SFH maggie_shibla@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
- Student Obligation Documents:** A section with text explaining requirements for limited Internship Master Agreements. A callout says: '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.

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 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 section

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

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

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

Student Obligation Documents

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

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

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

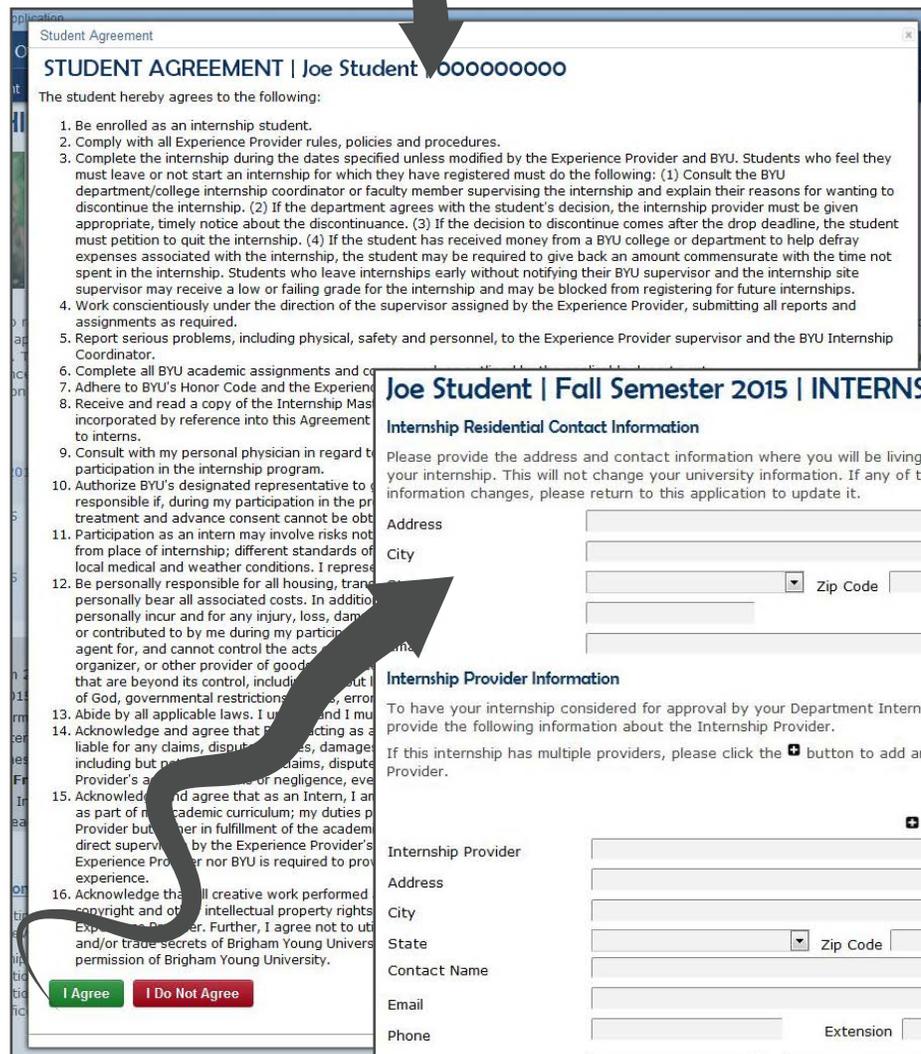
For further information regarding student obligations and limited agreements, please refer to the Interning with a Limited Internship Provider section of this document.

Creating a New Internship Application

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



1. Open the Internship Application Home Page..
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.



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

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

Joe Student | Fall Semester 2015 | INTERNSHIP APPLICATION

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

Address
 City
 State Zip Code

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

Internship Provider
 Address
 City
 State Zip Code
 Contact Name
 Email
 Phone Extension
 Start/End Dates
 Total Approximate Hours

Employment Type Status

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

Please describe the internship opportunity.

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

Internship Class
 BYU Faculty Mentor

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

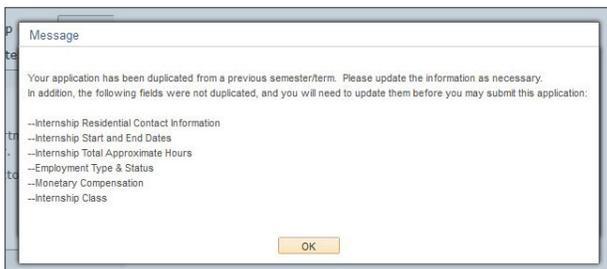
5. Save changes to the internship application by clicking the save icon ().

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.

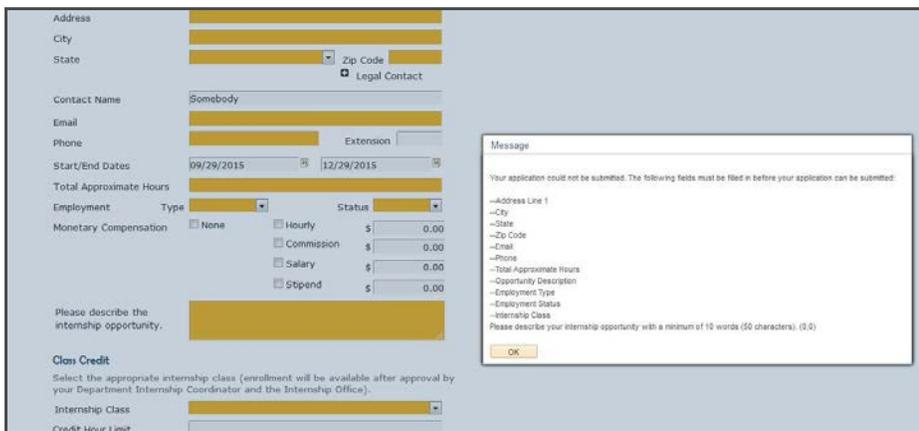


1. Open the Internship Application Home Page.
2. Click the black down arrow. A list of the available semesters or term will be in a drop-down menu. Select the semester/term for the internship.



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.



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

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

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

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

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

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

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

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

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

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

Volunteer: The student is working in an unpaid capacity for the internship

provider although some type of stipend may also be provided by the internship provider.

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

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

Class Credit section

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

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

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

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

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

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

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

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

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

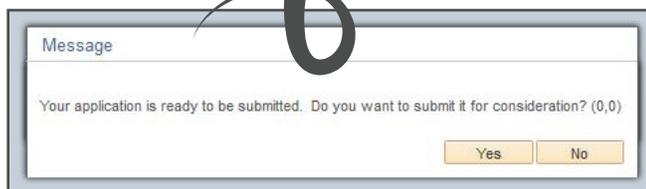
The home icon (🏠) at the bottom of the application will open the student's Internship Application Home Page.

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

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

Submitting an Application

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



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

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

[Add New Application](#)

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 Internship Office.

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

[Add New Application](#)

Joe Student [Sign out](#)

2015 | INTERNSHIP APPLICATION

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

City:

State:

Zip Code:

by your Department Internship Coordinator, Internship Provider.

Click the button to add another Internship Application.

City:

State:

Zip Code:

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**
Margaret Frances Shibla | 106 SFH |
maggie_shibla@sastg.byu.edu | (801) 422-2670
- Internship Office**
5435 HBLL | internship_office@byu.edu | (801) 422-3337

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

Status	Date & Time	Person
Submitted	04/28/15 05:18 PM	Joe Student

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

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.

To expand the Informational Requirements click the Read more... button.

Student Obligation Status

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

Informational Requirements

Tuberculosis screening requirements. One of the following is required:

[Read more...](#)

Requirement	Status
ⓘ Criminal Background Check	Pending
ⓘ Tdap Dose	Pending
ⓘ Influenza Vaccine	Pending
ⓘ SAM 5 Drug Screen	Pending
ⓘ MMR Immunization	Pending
ⓘ TB Screening	Pending
ⓘ Hepatitis B, 3-dose	Pending
ⓘ Immunity to Varicella (Chickenpox)	Pending

Information regarding a document's requirements will appear when the mouse is hovered over 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 "Intern13" in any Quick URL box.

BYU Internship Office
Sign out

Home Student
sastg

INTERNSHIP APPLICATION HOME PAGE



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

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

If you would like to receive academic credit for your internship you must enroll in an internship course. Before you enroll you must have an approved internship application. First, select the semester/term wherein you would like to enroll in the course. Second, select the 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. 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
Fall Semester 2015	Pride Rock, Inc.	EXSC 399R 001 S Exercise & Wellness Internship	Margaret Frances Shibla maggie_shibla@sastg.byu.edu (801) 422-106 SF
Fall Semester 2015	Thimble Theater	STDEV 199R 002 S Academic Internship	James R Burton james_burton@sastg.byu.edu (801) 422-2529 W

[Add New Application](#)

Relevant Information

- [Student Requirements](#)
- [International Internships](#)
- [International Student Requirements](#)
- [Full-time Internship Scholarships](#)
- [Internship Policy](#)

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

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

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) 422-3337

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

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

Student Obligation Status

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

Informational Requirements

Tuberculosis screening requirement. One of the following is required:

[Read more...](#)

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

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

sastg

Home Student

Student Obligation Documents | Sally Marie Student | 9999999999

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

Required Documents for Winter Semester 2013 with Intermountain Healthcare Sleep Center

Required Documents for Fall Semester 2015 with Intermountain Healthcare

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

Info	Document Type	Status	*Origination Date	Upload Date	
📄	Tdap Dose	Not Submit	<input type="text"/>	<input type="text"/>	📄 🗑️
📄	Influenza Vaccine	Not Submit	<input type="text"/>	<input type="text"/>	📄 🗑️
📄	SAM 5 Drug Screen	Not Submit	<input type="text"/>	<input type="text"/>	📄 🗑️
📄	MMR Immunization	Not Submit	<input type="text"/>	<input type="text"/>	📄 🗑️
📄	TB Screening	Not Submit	<input type="text"/>	<input type="text"/>	📄 🗑️
📄	Hepatitis B, 3-dose Series	Not Submit	<input type="text"/>	<input type="text"/>	📄 🗑️
📄	Immune to Varicella (Chickenpox)	Not Submit	<input type="text"/>	<input type="text"/>	📄 🗑️

Questions & Answers

[Add Note](#)

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

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

Documents on File [Upload New Documents](#)

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

[Return to Application](#)

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.

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

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

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 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 Internship Office will review the documentation and either approve or deny a document submission. Students will receive an email from the 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 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.

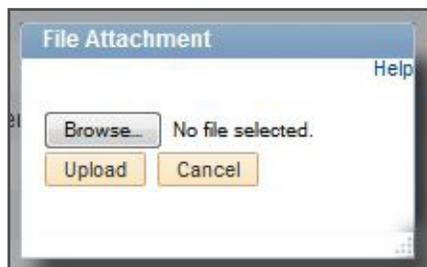
The download icon () will appear when a blank document has been uploaded for that requirement. It is usually used when there are exhibits that the student needs to sign and upload on this page.

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 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 Internship Office. The Internship Office will review a document within the business hours of the same day it has been uploaded.
- **Accepted:** The Internship Office has reviewed and accepted that document as fulfilling the requirement outlined by BYU's agreement with the internship provider.
- **Denied:** The Internship Office has reviewed and denied the document. An explanation may be in the Questions 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 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	08/16/2006	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 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 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 Internship Office to allow them to respond. The added notes or questions will then appear below the Add Note button.

When the 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

- 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.

- Click Browse to open the File Upload window.

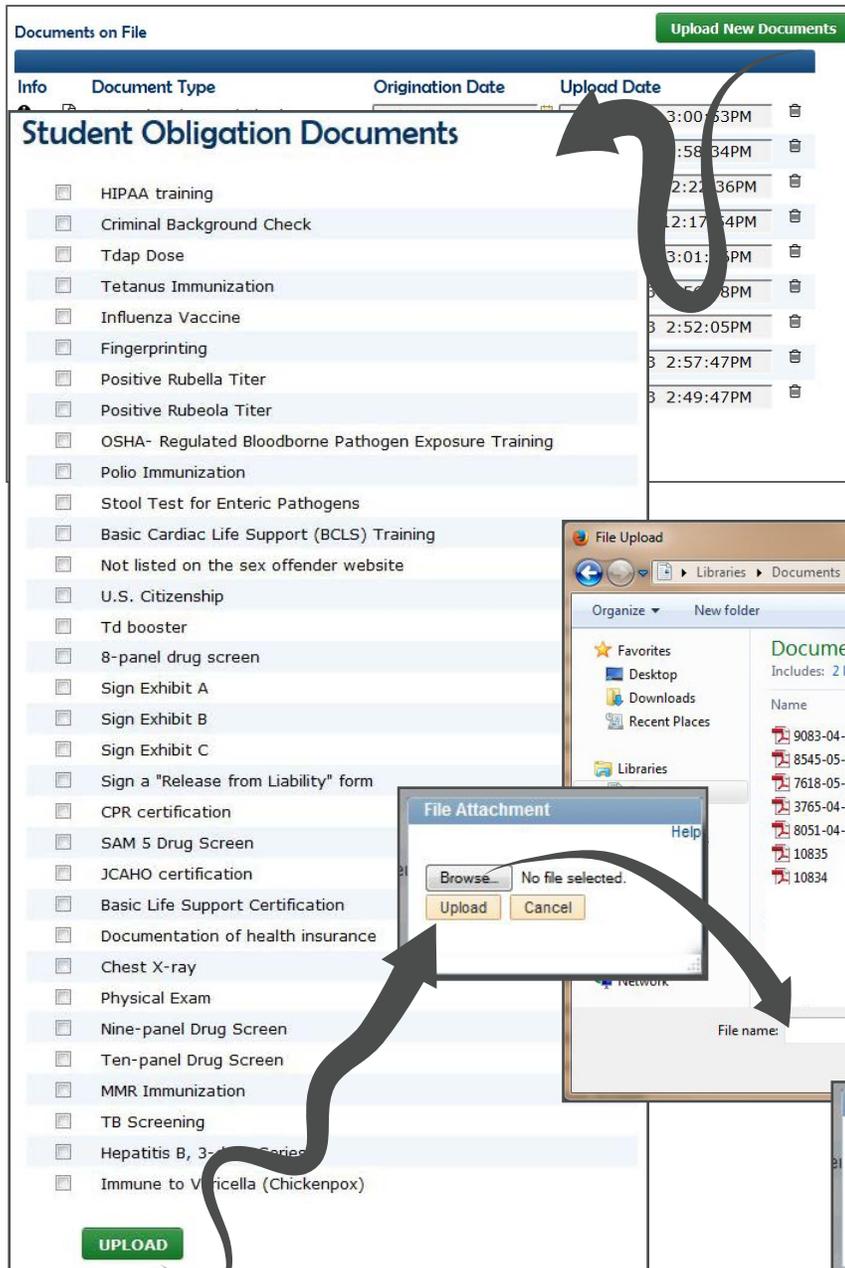
- Select the PDF of the document then click open.

- 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

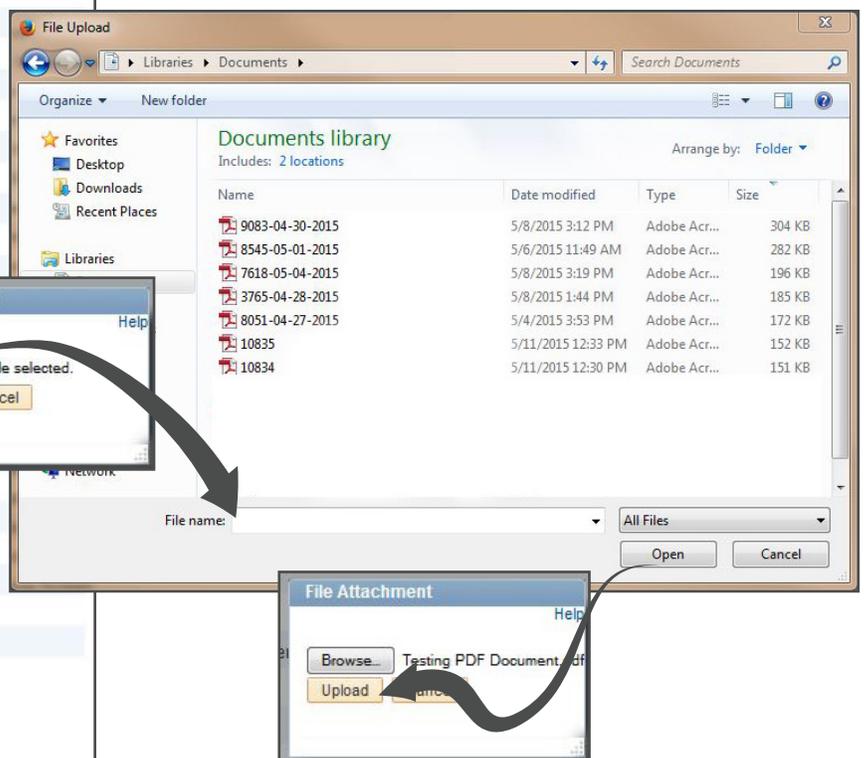
select an origination date for a document follow the instructions in the Selecting an Origination date in the Documents on File section.

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 Documents on File section'.

Selecting an Origination date in the Documents on File section

The screenshot shows the 'Documents on File' interface. A table lists document types and their origination dates. A calendar pop-up is open over the 'Origination Date' column, showing the month of May 2015. The date 05/21/2015 is selected. The table data is as follows:

Info	Document Type	Origination Date	Upload Date
	Tdap Dose		05/21/2015 1:33:26AM
	Influenza Vaccine	01/01/2015	
	SAM 5 Drug Screen	04/14/2015	
	TB Screening	05/05/2015	
	Immune to Varicella (Chickenpox)	05/19/2015	

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.

The screenshot shows the 'Required Documents for Fall Semester 2015 with Utah Valley Regional Medical Center' section. It displays a table with columns for Document Type, Status, Origination Date, and Upload Date. The 'Status' column has a dropdown menu open, showing 'Pending' and 'Not Submit' options. The 'Origination Date' column shows dates like 2015-01-01, 2015-04-14, 2015-05-14, 2015-05-05, 2015-05-14, and 2015-05-19. The 'Upload Date' column shows upload times like 05/21/2015 1:33:26AM, 05/21/2015 1:35:07AM, 05/21/2015 1:45:01AM, 05/21/2015 4:11:07AM, and 05/21/2015 1:58:50AM. A download icon is visible next to the 'Immune to Varicella (Chickenpox)' document type.

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.

The screenshot shows the 'Required Documents for Fall Semester 2016 with Mountain View Hospital' section. It displays a table with columns for Document Type, Status, Origination Date, and Upload Date. The 'Status' column has a dropdown menu open, showing 'Not Submit' and 'Pending' options. The 'Origination Date' column shows empty dropdown menus. The 'Upload Date' column shows empty dropdown menus. The 'Document Type' column includes 'Criminal Background Check', 'Exhibit A', 'Exhibit B', 'MMR Immunization', 'TB Screening', 'Hepatitis B, 3-dose Series', and 'Varicella (Chickenpox)'. Download icons (📄) are visible next to 'Exhibit A' and 'Exhibit B'.

Adding an Internship Class

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



After receiving the notification email, students are able to add the class by logging into MyMap 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 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)



**Step-by-Step
Coordinator IRAMS
Instructions**

Coordinator Instructions

The screenshot shows the BYU Internship Office website. The navigation menu includes 'Students', 'Internship Providers', and 'Department Internship Coordinators'. The 'Your Internship Queue' link is highlighted in the left sidebar. The main content area features a 'Coordinator Internship Queue' section with a red box around it, containing links for 'Submitted Applications', 'Approved Applications', and 'Denied Applications'. Below this is a 'Your Internship Queue' section with a link to access the queue. To the right, there is an 'IMAs & Forms' section with instructions on how to submit Master Agreements.

Accessing the Internship Coordinator Queue

Once a student has completed the Internship Registration and Management System (IRAMS) student application, the primary internship coordinator will receive an e-mail notifying them that an application has been added to the Internship Application Queue; the email should contain a link to access the Internship Application Queue. Coordinators may also access the Internship Application Queue by going to the Internship Office homepage (intern.byu.edu) and clicking on the 'Your Internship Queue' link under the Department Internship Coordinators tab. Lastly, coordinators may access the queue by going to any Quick URL text box in BYU's system and typing Intern02.

Approver Roles

Depending on the process in the department a variety of roles are available for users in the IRAMS system. A person is able to fulfill multiple roles for different courses and each course may have multiple roles assigned, excluding the primary designation. These roles are explained below:

- **Primary Internship Coordinator:** The primary internship coordinator is the main person responsible for the accuracy of the information in the student's application as well as approving or denying a student's application. Every internship course must have a primary internship coordinator assigned.
- **Alternate Internship Coordinator:** An alternate internship coordinator will have the same rights as the primary internship coordinator but will not receive the notification emails.
- **Second Approver:** The second (2nd) approver is an option if the department would like two individuals to review, edit, and approve or deny applications. A student's application will first be sent to the primary coordinator for approval. The 2nd approver will have an internship application queue similar to the primary coordinator's queue, and the 2nd approver will receive a notification email when

an application has been approved by the primary coordinator.

- **Viewer:** A viewer is able to view the information in a student's application and the Internship Application Queue but cannot make changes, edits, approve, or deny any application. Essentially, viewer is an option if you would like someone to have the rights to only view applications.

Explaining the Internship Application Queue

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

BYU Internship Office

Home Student Coordinator Internship Office Help

INTERNSHIP APPLICATION QUEUE | Karen Coordinator | 00000000

Submitted Applications

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

Approved Applications | Fall Semester 2015

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

Denied Applications | Summer Term 2015

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

Submitted Applications section

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

- **Student:** Organized alphabetically by last name. Clicking on the link will pull up the student's application information for that semester/term.

- **Role:** Designates the user's role for that particular course. An explanation of those designations is below:
P = Primary Internship Coordinator
A = Alternate Internship Coordinator
S = Second Approver
V = Viewer
- **Course:** Details course information including teaching area, course, and section.
- **Internship Provider:** Lists the name of the Internship Provider as submitted by the student in their internship application.
- **IMA Provider:** Shows the name on the IMA. It is blank until the IMA is linked to the student's application.
- **IMA Type:** Lists the IMA type, which can be Standard, Limited, or blank, if no agreement has been linked yet.

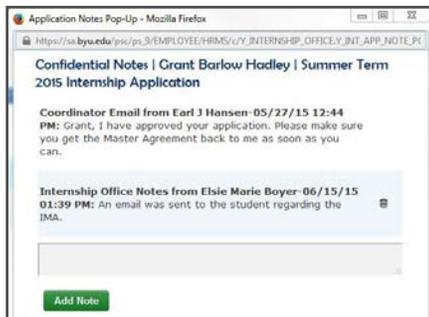
Standard: The Internship Provider has signed BYU's basic IMA and the IMA will cover all students from all departments.

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

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

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

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



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

Approved Applications section

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

Denied Applications section

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

Viewing Previous Approved or Denied Applications

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



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

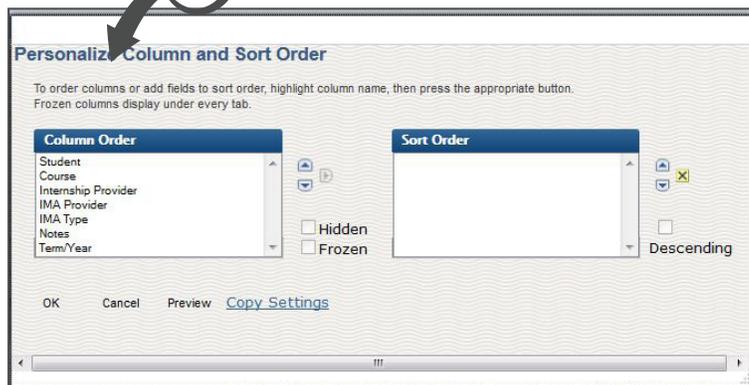
Student	Course	Internship Provider	IMA Provider	IMA Type	Notes Term/Year
1 Blamires, Brielan Savitri Alexia	STDEV 199R 001	Golden Bell Entertainment	No agreement on file: Internship Office should initiate		Winter Semester 2017
2 Nevins, Tyler David	STDEV 199R 001	Provo High School Basketball	Provo High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

Customizing the Sort Order of a Section

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



1. Click the Personalize link at the top right of the queue. The Personalize Column and Sort Order window will pop up.



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

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

Viewing a student's academic record

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

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



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**

Explaining the 2nd Approver's Application Queue

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

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

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

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

BYU Internship Office							James Scott Dunaway		Sign out
Home Student Coordinators							sastg		Go
INTERNSHIP APPLICATION QUEUE James Scott Dunaway 00000000							Personalize Find 1-17 of 17		
Submitted Application									
Student	Role	Course	Internship Provider	IMA Provider	IMA Type	Notes	Term/Year		
Leavitt, Brian R	S	POLI 399R 002	testing internships - Limited				Fall Semester 2015		
Walkenhorst, Rachel	S	POLI 399R 002	Vikings, Inc	Bear River Valley Hospital	Limited		Summer Term 2015		
Goimarc, Hope	S	POLI 399R 001	US Department of Education	US Department of Education	Standard		Spring Term 2015		
Norr, Alexander Scott	S	POLI 399R 001	National Defense University, International Student Management Office	NUCCA Spinal Centers	Standard		Spring Term 2015		
Walkenhorst, Rachel	S	POLI 399R 001	Provo Rec Center	Rachel Dunifon	Standard		Spring Term 2015		
Gneiting, Nicole	S	POLI 399R 001	Lord of the Rings Fan Club	Intermountain Hearing and Balance Center	Limited		Winter Semester 2015		
Ibisagba, Josephine Olutokumbo	S	PL SC 399R 002	Utah State Legislature	Exemption to intern without an Internship Master Agreement			Winter Semester 2013		
Reece, Kevin Joseph	S	PL SC 399R 001	Defense Logistics Agency	Exemption to intern without an Internship Master Agreement			Winter Semester 2013		
Robertson, Keaton K	S	PL SC 399R 001	Ashoka	Ashoka	Standard		Fall Semester 2012		
Hatch, Megan	S	PL SC 399R 001	American Legislative Exchange Council	Exemption to intern without an Internship Master Agreement			Summer Term 2012		
Flake, Alexis Lanae	S	PL SC 399R 001	ABC Good Morning America				Spring Term 2012		
Christensen, Spencer Eric	S	PL SC 399R 001	Federal Judicial Center	The Federal Judicial Center	Standard		Winter Semester 2012		

Accessing the Internship Application Home Page

BYU Faculty Mentor

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

[Submit Application](#)   

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

BYU Internship Office Elsie Marie Boyer [Sign out](#)

Home Student Coordinator

INTERNSHIP APPLICATION HOME PAGE

IMA Database Search Course [Advanced Search](#)

[Student Application Search](#) [Unapproved Providers](#) [View Student Emails](#)

Relevant Information [Student Requirements](#)

Second, from the Student's Internship Application for a specific semester or term click on Application under the Student tab in the navigation bar. Search for a student using the student's Empl ID or BYU ID (e.g., 000000000), Net-ID (e.g., theduke), or Name (e.g., Marion Robert Morrison). The

Search Results will appear below the Search button. Open a student's home page by clicking on the link of the student's Empl ID, Net-ID, or Name. The Internship Application Home Page will open in that window.

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

BYU Internship Office **sastg** [Sign out](#)

Home Student

INTERNSHIP APPLICATION HOME PAGE



Personal Information

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

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

Relevant Information

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

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

Applications

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

[Add New Application](#)

Student Obligation Documents

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

Viewing the Internship Application Home page

Personal Information section

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

Relevant Information

Student Requirements

International Internships

International Student Requirements

Full-time Internship Scholarship Credit Load

Internship Policy

Relevant Information section

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

Student Requirements

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

International Internships

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

International Student Requirements

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

Full-time Internship Scholarship Credit Load

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

Internship Policy

- Click [here](#) to access the Internship Policy.

Applications section

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

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

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

Student Obligation Documents section

If a student is completing an internship with an Internship Provider that has a limited Internship Master Agreement, students must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the 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 "Interning with a Limited Internship Provider" on page 29 .

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.

Evaluating a Student's Application

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

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

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

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

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

Home
Coordinator

Dagmar Samorn | Winter Semester 2016 | INTERNSHIP APPLICATION

Internship Residential Contact Information

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

Address:

City:

State: Zip Code:

Phone:

Email:

Internship Provider Information

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

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

Internship Provider:

Address:

City:

State: Zip Code:

+ Legal Contact

Contact Name:

Email:

Phone:

Start/End Dates:

Total Approximate Hours:

Employment Type: Status:

Monetary Compensation: None Hourly Commission Salary Stipend

\$ 0.00

\$ 0.00

\$ 0.00

\$ 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 Limit:

BYU Faculty Mentor:

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

Application Approval

Submitted by Rachel Walkenhorst Apr 29 2015 10:44 AM

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

Application Approval Process and Status

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

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

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

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

Setup | Custom Coordinator Notes

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

Confidential Notes

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

Add Note

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

Internship Residential Contact Information

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

Address:
 City:
 State: Zip Code:
 Phone:
 Email:

Internship Residential Contact Information

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

Internship Provider Information

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

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

Master Agreement: **Q**

Internship Provider:
 Address:
 City:
 State: Zip Code:
 Legal Contact

Contact Name:
 Email:
 Phone:
 Start/End Dates:
 Total Approximate Hours:
 Employment Type: Status:
 Monetary Compensation: None Hourly \$
 Commission \$
 Salary \$
 Stipend \$

Please describe the internship opportunity.

Internship Provider Information

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

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

Master Agreement: Every internship provider must agree to an Internship Master Agreement or an acceptable modification thereof. The Internship Master Agreement is designed to indemnify all parties involved in the internship process (Internship Provider, University, and student). The student’s application is linked to one of these agreements at the Master Agreement line. Reference “Linking an IMA to an Application” on page 17 for how to create that link.

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

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

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

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

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

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

Employment Type: Status:

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

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.

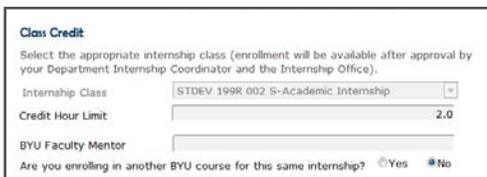
- **Monetary Compensation:** Select the types of monetary compensation that apply including the accompanying amounts.

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.



Please describe the internship opportunity.

Class Credit section



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

Internship Class: STDEV 199R 002 S-Academic Internship

Credit Hour Limit: 2.0

BYU Faculty Mentor: _____

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

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

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

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

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

Application Approval section



Application Approval
Submitted by Rachel Walkenhorst Apr 29 2015 10:44 AM

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

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

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

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

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

Application Approval Process and Status section

Application Approval Process and Status

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

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

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

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

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

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

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

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

Setup | Custom Coordinator Notes

Setup | Custom Coordinator Notes

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

🗨️ 🗨️ 🗨️

Coordinators can set up three different custom coordinator notes to insert into approval email that is automatically sent to the student after an application is endorsed by the internship coordinator. These messages are specific to the course, section, and semester or term. Since the messages are specific to a course, section and semester or term, the custom coordinator note will have to be set up every semester or term. Once the custom coordinator note is set up for the semester or term it can be used for the remainder of that semester or term. 🗨️ 🗨️

Confidential Note section

Application Notes Pop-Up - Mozilla Firefox

https://sa.byu.edu/psc/ps_9/EMPLOYEE/HRMS/c/Y_INTERNSHIP_OFFICE.Y_INT_APP_NOTE_PC

Confidential Notes | Grant Barlow Hadley | Summer Term 2015 Internship Application

Coordinator Email from Earl J Hansen-05/27/15 12:44 PM: Grant, I have approved your application. Please make sure you get the Master Agreement back to me as soon as you can.

Application Approval
Submitted by Rachel Walkenhorst Apr 29 2015 10:44 AM

Status	Person	Date & Time
Approve Deny Pending	Internship Coordinator James R Burton	
Approve Deny Pending	Internship Office	

Submit Application 🗑️ 📄 🏠

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

Application Approval section

Once the coordinator has attached an IMA and typed in the credit hour limit the student may receive, the coordinator will be able to approve the application by clicking on the green Approve button in the Application Approval section at the bottom of the student's application. The Application Approval pop up window will open. A

student's application can be denied without attaching an IMA or typing the credit hours limit.

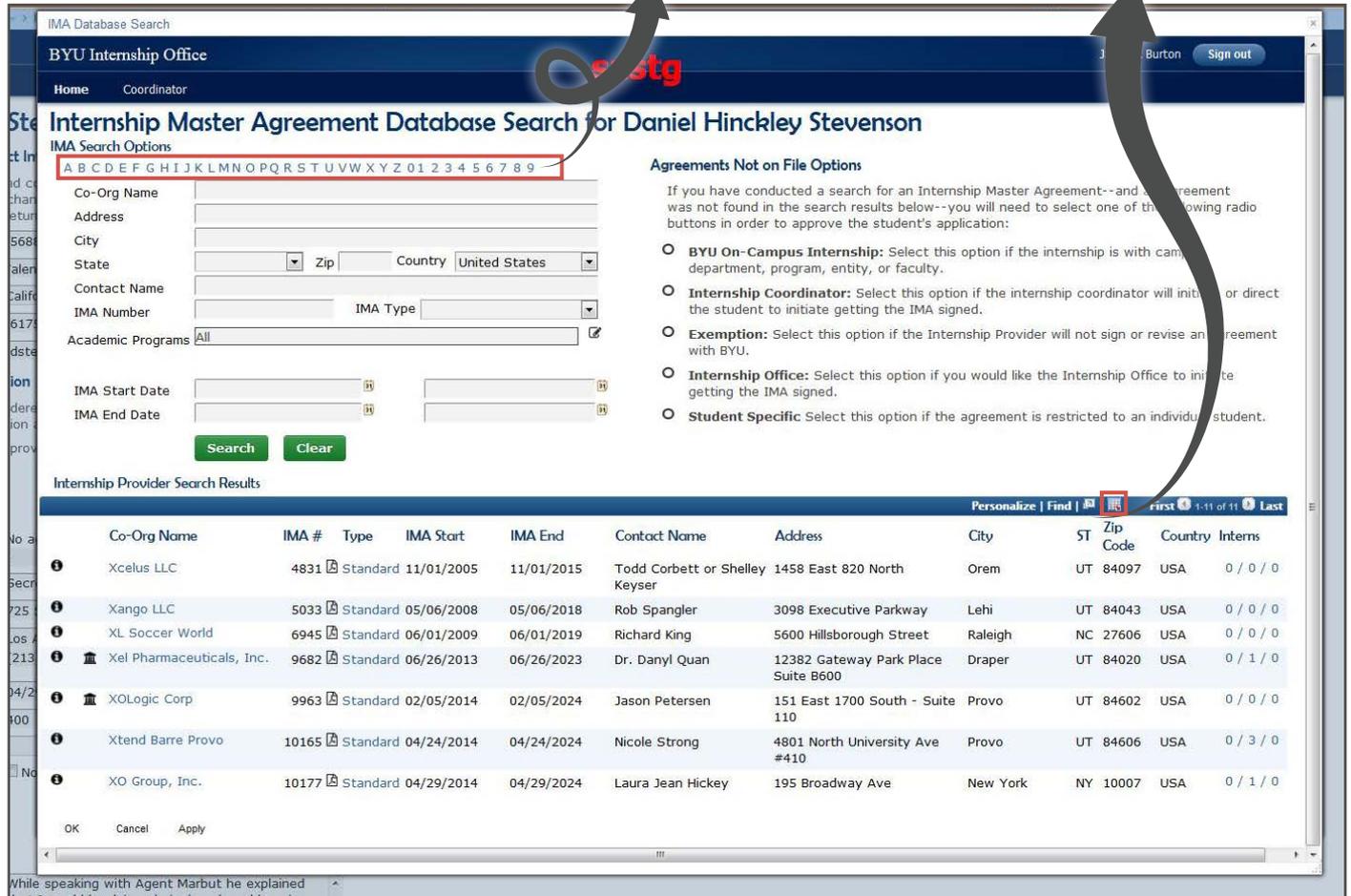
Explaining the IMA Database Search

Master Agreement 

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

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

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



IMA Database Search
BYU Internship Office

Home Coordinator

Internship Master Agreement Database Search for Daniel Hinckley Stevenson

IMA Search Options

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

Co-Org Name
 Address
 City
 State Zip Country United States
 Contact Name
 IMA Number IMA Type
 Academic Programs All

IMA Start Date
 IMA End Date

Agreements Not on File Options

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

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

Internship Provider Search Results

Personalize | Find |  first 1-11 of 11 Last

	Co-Org Name	IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country	Interns
	Xcelus LLC	4831 	Standard	11/01/2005	11/01/2015	Todd Corbett or Shelley Keyser	1458 East 820 North	Orem	UT	84097	USA	0 / 0 / 0
	Xango LLC	5033 	Standard	05/06/2008	05/06/2018	Rob Spangler	3098 Executive Parkway	Lehi	UT	84043	USA	0 / 0 / 0
	XL Soccer World	6945 	Standard	06/01/2009	06/01/2019	Richard King	5600 Hillsborough Street	Raleigh	NC	27606	USA	0 / 0 / 0
	 Xel Pharmaceuticals, Inc.	9682 	Standard	06/26/2013	06/26/2023	Dr. Danyl Quan	12382 Gateway Park Place Suite B600	Draper	UT	84020	USA	0 / 1 / 0
	 XOLogic Corp	9963 	Standard	02/05/2014	02/05/2024	Jason Petersen	151 East 1700 South - Suite 110	Provo	UT	84602	USA	0 / 0 / 0
	Xtend Barre Provo	10165 	Standard	04/24/2014	04/24/2024	Nicole Strong	4801 North University Ave #410	Provo	UT	84606	USA	0 / 3 / 0
	XO Group, Inc.	10177 	Standard	04/29/2014	04/29/2024	Laura Jean Hickey	195 Broadway Ave	New York	NY	10007	USA	0 / 1 / 0

OK Cancel Apply

While speaking with Agent Marbut he explained

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

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

Co-Org Name
Address
City
State Zip Country
Contact Name
IMA Number IMA Type
Academic Programs

IMA Start Date
IMA End Date

IMA Search Options

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

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

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

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

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

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

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

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

IMA Type: Select an IMA type from the drop-down list. The following options will be available:

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

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

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

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

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

IMA Type

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

IMA Number: Type in Internship Master Agreement number.

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

IMA Start Date: Select a date from the calendar or type (MM/DD/YYYY). To search a date range select or type a date after the first date in the second field.

IMA End Date: Select a date from the calendar or type (MM/DD/YYYY). To search a date range select or type a date after the first date in the second field. Expired

agreements will not show in the results.

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

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

Internship Provider Search Results															
											Personalize	Find	First	1-11 of 11	Last
	Co-Org Name	IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country	Interns			
	Xcelus LLC	4831	Standard	11/01/2005	11/01/2015	Todd Corbett or Shelley Keyser	1458 East 820 North	Orem	UT	84097	USA	0 / 0 / 0			
	Xango LLC	5033	Standard	05/06/2008	05/06/2018	Rob Spangler	3098 Executive Parkway	Lehi	UT	84043	USA	0 / 0 / 0			
	XL Soccer World	6945	Standard	06/01/2009	06/01/2019	Richard King	5600 Hillsborough Street	Raleigh	NC	27606	USA	0 / 0 / 0			
	Xel Pharmaceuticals, Inc.	9682	Standard	06/26/2013	06/26/2023	Dr. Danyl Quan	12382 Gateway Park Place Suite B600	Draper	UT	84020	USA	0 / 1 / 0			
	XOLogic Corp	9963	Standard	02/05/2014	02/05/2024	Jason Petersen	151 East 1700 South - Suite 110	Provo	UT	84602	USA	0 / 0 / 0			
	Xtend Barre Provo	10165	Standard	04/24/2014	04/24/2024	Nicole Strong	4801 North University Ave #410	Provo	UT	84606	USA	0 / 3 / 0			
	XO Group, Inc.	10177	Standard	04/29/2014	04/29/2024	Laura Jean Hickey	195 Broadway Ave	New York	NY	10007	USA	0 / 1 / 0			

Internship Provider Search Results

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

- The information icon () , when clicked on, will open up the complete IMA information in the Internship Master Agreement detail window. This window

may contain some information about the Internship Provider and the signed IMA not included in the Internship Provider Search results including additional coverage details, a description, an initiating program, programs covered, contact information (contact name, phone fax, and email), and other information.

- The building icon () signifies that this agreement covers all locations of the internship provider. If a student is interning at a different address than is listed on the IMA an agreement that covers all locations will still encompass that student.
- Clicking the link in the Co-Org Name column will link that agreement to the student's application.
- The PDF icon () will open a PDF of the IMA in a new window.
- The type column will indicate Standard or Limited. Additional information regarding the programs covered by the agreement is shown in a hover window when the coordinator mouses over the link. A standard agreement is valid for all students in all academic units. A limited IMA is a customized internship agreement with unique obligations of students and departments. Additionally, a limited IMA may be restricted to students within a certain department, for example nursing, athletic training, or social work.

- IMA Start and IMA End dates show the date range that the IMA is valid.
- The numbers in the Interns column signify the following information: “All Past Interns/Current Semester Interns/Future Semester Interns”. The information collected in this section only reflects the number of students who have interned using that specific IMA number starting in 2009 (when IRAMS was created). Coordinators will not be able to view the student-specific data (in accordance with FERPA laws).

Agreements Not on File Options

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

Agreements Not on File Options

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

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

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

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

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

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

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

Linking an IMA to an Application

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

Master Agreement

Internship Provider

Address

City

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

IMA Database Search

Internship Master Agreement Database Search for Matthew Jarrett Lee

IMA Search Options

Co-Org Name

Address

City

State Zip Country

Contact Name

IMA Number IMA Type

Academic Programs

IMA Start Date

IMA End Date

Agreements Not on File Options

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

- BYU On-Campus Internship:** Select this option if the internship is with campus department, program, entity, or faculty.
- Internship Coordinator:** Select this option if the internship coordinator will initiate or direct the student to initiate getting the IMA signed.
- Exemption:** Select this option if the Internship Provider will not sign or revise an agreement with BYU.
- Internship Office:** Select this option if you would like the Internship Office to initiate getting the IMA signed.
- Student Specific:** Select this option if the agreement is restricted to an individual student.
- Completed without IMA:** The internship was completed without obtaining an IMA.

Internship Provider Search Results

IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country	Interns
4989	Standard	02/22/2006	02/22/2016	Hector Villagra	2140 West Chapman Avenue, #209	Orange	CA	92868	USA	0/0/0
4435	Standard	04/14/2005	04/14/2015	Debbie Schultze	800 West Katella Avenue	Anaheim	CA	92802	USA	0/0/0
6346	Standard	04/28/2008	04/28/2018	Jennifer Cho Salaff	172 North Tustin Ave., Suite 304	Orange	CA	92867	USA	0/0/0
6760	Standard	03/12/2009	03/12/2019	Gregory E. Hick	200 East King St.	Hillsborough	NC	27278	USA	0/0/0
6395	Standard	09/15/2008	09/15/2018	Jay Bean	503 E. Technology Ave.	Orem	UT	84097	USA	0/2/0
7301	Standard	11/18/2014	11/18/2024	Karen Groesbeck	732 E 930 S	American Fork	UT	84003	USA	0/6/0

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

Internship Provider Search Results

Co-Org Name	IMA #	Type	IMA Start	IMA End	Contact Name	Address	City	ST	Zip Code	Country	Interns
ACLU of Southern California, O...	4989	Standard	02/22/2006	02/22/2016	Hector Villagra	2140 West Chapman Avenue, #209	Orange	CA	92868	USA	0/0/0
Anaheim/Orange County Visitor ...	4435	Standard	04/14/2005	04/14/2015	Debbie Schultze	800 West Katella Avenue	Anaheim	CA	92802	USA	0/0/0
Orange County Parenting Magazine	6346	Standard	04/28/2008	04/28/2018	Jennifer Cho Salaff	172 North Tustin Ave., Suite 304	Orange	CA	92867	USA	0/0/0
Orange County USD	6760	Standard	03/12/2009	03/12/2019	Gregory E. Hick	200 East King St.	Hillsborough	NC	27278	USA	0/0/0
Orange Soda Inc.	6395	Standard	09/15/2008	09/15/2018	Jay Bean	503 E. Technology Ave.	Orem	UT	84097	USA	0/2/0
Orange Soda, Inc.	7301	Standard	11/18/2014	11/18/2024	Karen Groesbeck	732 E 930 S	American Fork	UT	84003	USA	0/6/0

3. Verify that the company or organization listed is the one where the student will be interning. If the company or organization is not correct perform the search using different terms. All of the IMA search options (e.g., Co-Org Name, Address, City, Contact Name, etc.) can be used interchangeably to create a focused

Master Agreement

search for an IMA.

4. Click Co-Org Name to link the IMA to the student's application.

* The window will close and the student's internship application will list the selected IMA in the Master Agreement field.

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

Creating a Legal Contact

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

+ Legal Contact

Contact Name

Email

Phone Extension

Legal Contact Name

Legal Contact EMail

Legal Contact Address

Legal Contact Phone

been specified then the contact provided in the application will be used.

Typing the Credit Hour Limit

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

Creating a Custom Coordinator Note

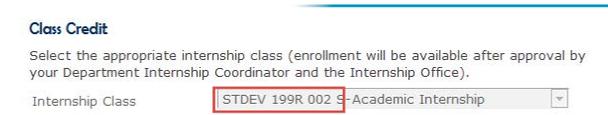
Coordinators have to ability every semester to set up three different custom coordinator notes. The notes will be inserted into the approval email that is automatically sent to the student after an application is endorsed by the internship coordinator.

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

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



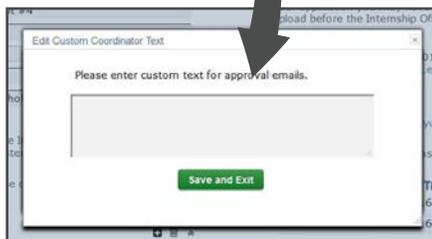
2. Verify the semester at the top of the page..



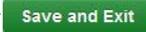
3. Verify course and section in the class credit section on the internship class line. The custom coordinator note will be created for the specific course and section on the student's application. Each course and section can have a different custom coordinator note..



4. On the right section of the application, click on one of the comment bubble with ellipsis icons (⋮). The 'Edit Custom Coordinator Text' window will pop up.



5. In the box type the text that can be inserted into the student's email. The custom coordinator note entered here will be specific to the course, section, and semester. Since the notes are specific to a course, section and semester, the custom coordinator note will have to be set up every semester. Once the custom coordinator note is set up for the semester or term it can be used for the remainder of that semester or term.

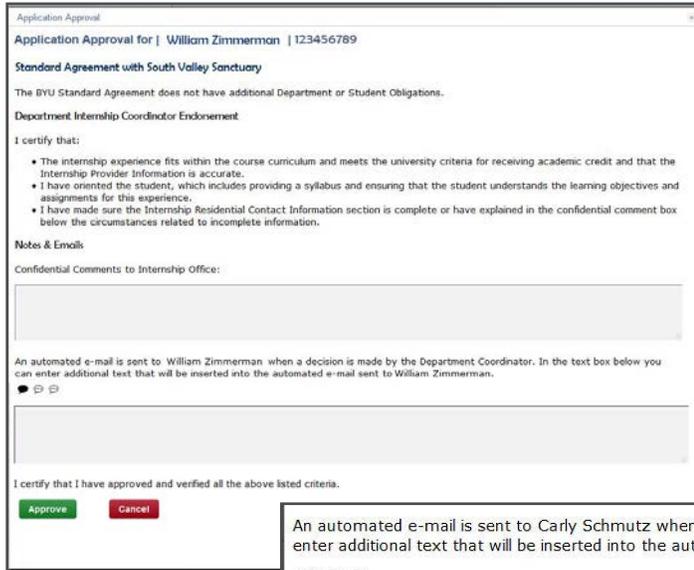
6. Click Save and Exit (). The Edit Custom Coordinator Text pop-up window will close..



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

Inserting Custom Coordinator Notes

The custom coordinator notes are inserted into the approval email sent to the student from the 'Application Approval' pop-up screen. Custom coordinator notes can only be inserted after they have been set up (see "Creating Custom Coordinator Notes" on page 19). If the comment icon is black, a custom coordinator note has been set up.

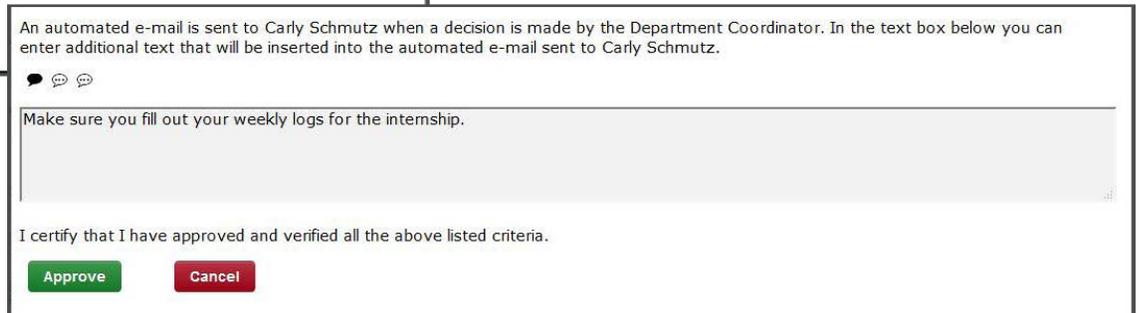


1. On the 'Application Approval' pop-up window, click the black comment icon. The custom coordinator text will be inserted into the text box.

2. The text in the box can be edited with any changes specific to the student.

3. Click the Approve button. The text in the box will be inserted into notification of the internship coordinator's email sent to the student.

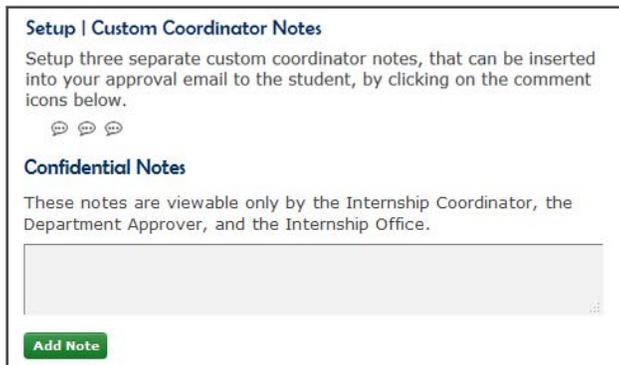
- If the application is not approved then any changes made to text are not sent or saved.



Viewing and Adding Confidential Notes

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

Adding Confidential Notes from the Internship Application



1. On the right side of a student's semester/term application, type the information to be communicated to the Internship Office in the text field.

2. Click Add Note button. The information typed in the text field will appear in the section below the Add Note button. The comments icon in the coordinator's queue will change to a filled-in comments icon (🗨️). The Internship Office will be able to view this information when they open the student's application.

3. Confidential notes can be deleted by clicking on the trash (🗑️) icon in the right top corner of the note.

Adding Confidential Notes from the Internship Application Approval/Denial window

Application Approval
Submitted by Rachel Walkenhorst Apr 29 2015 10:44 AM

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

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

Notes & Emails
Confidential Comments to Internship Office:

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

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

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

Viewing a Student Application's Confidential Notes

Application Notes Pop-Up - Mozilla Firefox
https://sa.byu.edu/psc/ps_9/EMPLOYEE/HRMS/c/Y_INTERNSHIP_OFFICE.Y_INT_APP_NOTI

Confidential Notes | Grant Barlow Hadley | Summer Term 2015 Internship Application

Coordinator Email from Earl J Hansen-05/27/15 12:44 PM:
Grant, I have approved your application. Please make sure you get the Master Agreement back to me as soon as you can.

Clicking the Comment Icon (💬 or 🗨️)

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

2. Type any information to be communicated to the internship office in the text field. Click the Add Note button when complete. The new note will appear above the text box.

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

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

Application Approval section

Application Approval
Submitted by Rachel Walkenhorst Apr 29 2015 10:44 AM

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

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

Application Approval pop up window

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

Agreement Type with Provider section

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

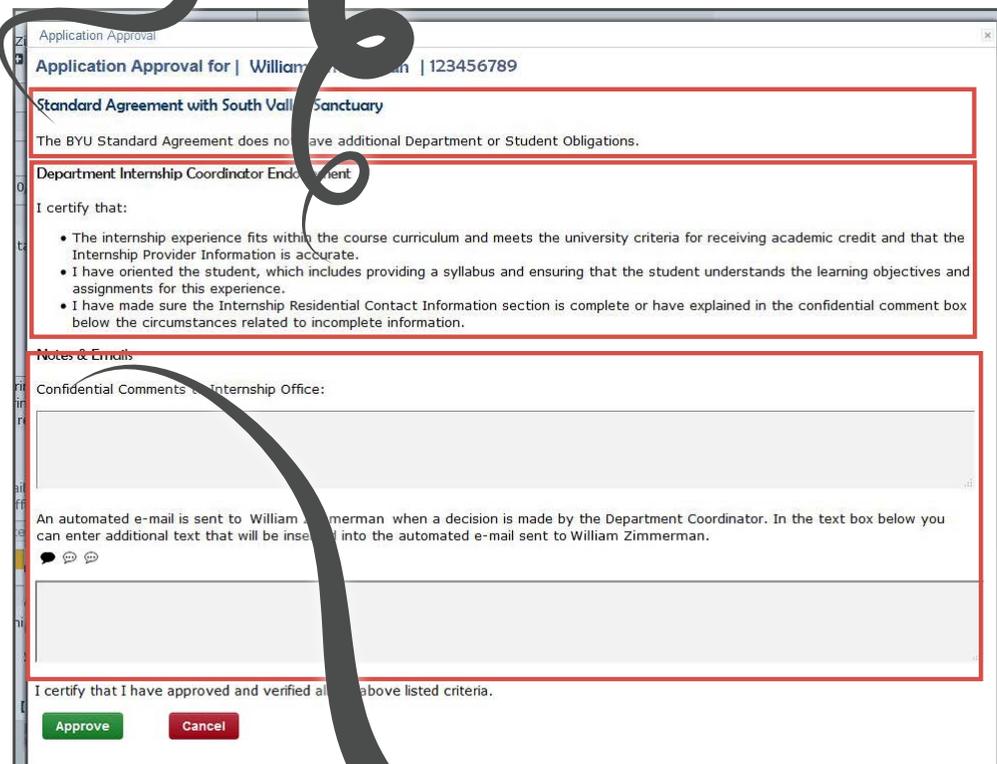
Department Coordinator Endorsement section

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

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

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

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



Notes & Emails section

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

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

 Clicking the Cancel button will close the Application Approval window without approving the application. Any confidential notes or email notes will not be retained.

Approving an application

1. Verify that the information provided in the application is accurate and that the internship has enough academic rigor to be considered for internship credit.
2. In the Internship Provider section of the student's semester or term internship application, link an Internship Master Agreement to the student's internship application. (If you have any questions about this step, please refer to the instructions in "Linking an IMA to an Application" on page 17.)
3. In the class credit section, verify that the student has submitted an application for the correct course and section number.
4. In the class credit section, type in the credit hours limit that the student will be allowed to enroll for.

Application Approval

Application Approval for | William Zimmerman | 123456789

Standard Agreement with South Valley Sanctuary

The BYU Standard Agreement does not have additional Department or Student Obligations.

Department Internship Coordinator Endorsement

I certify that:

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

Notes & Emails

Confidential Comments to Internship Office:

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

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

Approve Cancel

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

These text fields can remain blank if the coordinator has nothing to communicate to the internship office or the student.

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

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

5. Click the Approve button in the Application Approval section of a student's semester/term application. The Application Approval Window will open.
6. Verify and review the terms of the agreement information posted in the Agreement Type with Provider section of the Application Approval pop up window.
7. Review the Department Coordinator Endorsement section and ensure that the internship provider, course and department practices and policies are in compliance.
8. In the first text field, type any notes or comments to the Internship Office;

these comments will only be viewed by the coordinator and the Internship Office.

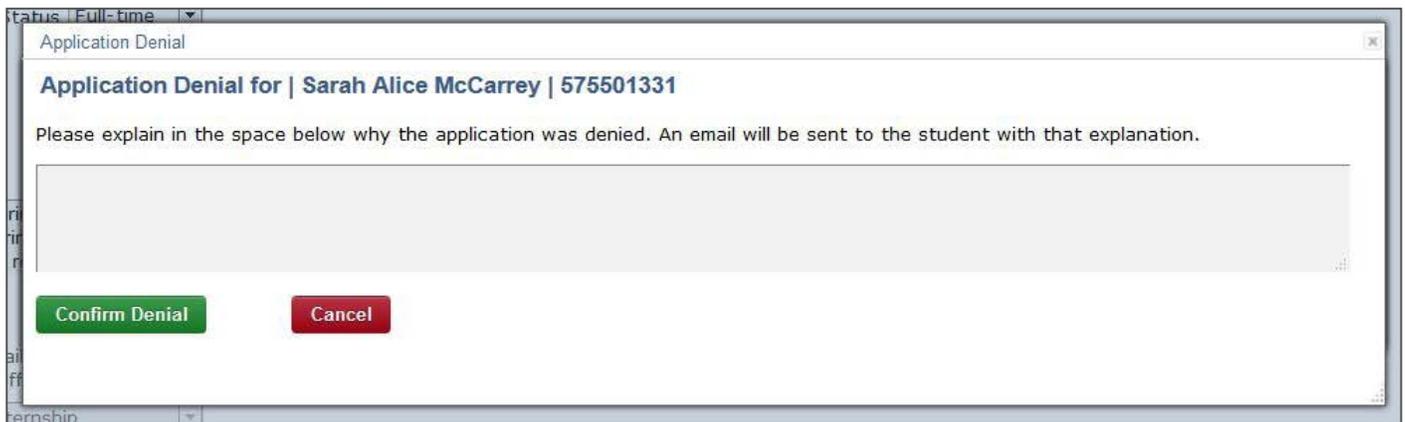
9. In the second text field, type any notes or comments to the student which will be inserted into the IRAMS system-generated email informing the student that the coordinator has approved the internship application.
10. Click the Approve button in the Application Approval window. If everything has been correctly processed then the student's internship application home page will open.

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

Denying an application

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

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



The screenshot shows a web browser window titled "Application Denial". The main content area has a heading "Application Denial for | Sarah Alice McCarrey | 575501331". Below this heading is a text input field with a placeholder text: "Please explain in the space below why the application was denied. An email will be sent to the student with that explanation." At the bottom of the window, there are two buttons: a green "Confirm Denial" button and a red "Cancel" button.

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

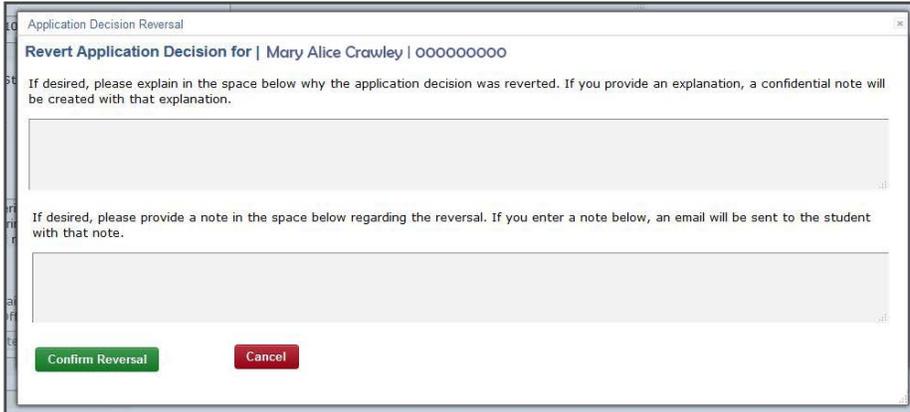
If a coordinator would like to reverse their application denial, the coordinator can open the student's application from the Denied Applications section of the Internship Application Queue to review the application information and then follow the instructions for reverting an application.

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

Reverting an application

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

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



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

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

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

Changing the class or section in an application

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

Resubmitting an application with a different class or section

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

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

Internship Class: SOC W 655R 001 S-Field Internship 2

Credit Hour Limit: PSYCH 496R 001 S-Academic Internship, Capstone

BYU Faculty Mentor: PSYCH 700R 001 S-Externship in Clinical Psych

Are you enrolling in another: PSYCH 745 001 S-Clinical Internship

Application Approval
 Submitted by Brittany Church

Approve Deny Revert

Approve Deny

Submit Application

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

2. In the class credit section of a student's internship application, select the correct course and section number from the Internship Class drop-down list.

3. Click the Submit Application button. A pop up message will appear verifying that you would like to re-submit the application. **Do not change the course and section on a student's internship application without first submitting application again. If an application is not submitted after a change has been made to the course and section then the Internship Office will not receive the application or approve it.**

Message

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

Yes No

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

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

Message

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

OK

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

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

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

Status	Person	Date & Time
Approved	Mary Alice Crawley 00000000	04/30/15 02:27 PM

Approve Deny Revert

Revert a coordinator approval or denial

If a coordinator has approved an application a coordinator is unable to change the information in the application. Please note that the application class information needs to be changed on the application.

Application Decision Reversal

Revert Application Decision for | Mary Alice Crawley | 00000000

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

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

Confirm Reversal Cancel

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

- In the first text field, type any notes or comments to the Internship Office; these comments will only be viewed by the coordinator and the Internship Office. This step is not required.
- In the second text field, type any notes or comments to the student, which will be inserted into the IRAMS system generated email regarding the decision reversal type. If nothing is typed in the second text field, an email will not be sent to the student.

Class Credit

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

Internship Class

Credit Hour Limit

BYU Faculty Mentor

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

Application Approval

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

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

5. Click the Confirm Reversal button in the Application Decision Reversal window. The Application Decision Reversal window will close.

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

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

Status	Date & Time	Person
	5/01/15 12:00 AM	Brittany Christine Holman
	5/04/15 09:53 AM	Tiffany Nicole Wixom
	5/17/15 12:23 PM	Tara Jean Goulding

Message

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

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

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

- Click Yes. A message will appear verifying that the application is ready to be submitted.
- Click Yes. The coordinator will be taken to the student's Internship Application Home Page with a verification message containing the semester/term, coordinator, course, and section number information in the text.

Searching for a Student's Internship Application

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



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

Internship Welcome Page

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

Find an Existing Value

Search Criteria

Empl ID: begins with

Net-ID: begins with

Name: contains

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

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

Search Results

View All First 1-59 of 59 Last

Empl ID	Net-ID	Name
339887860	amr76	Adney Marion M Reid
688182843	huffy2	Allison Marion Huffaker
781242129	ag384	Angela Marion Black
401291692	pangiem	Angie Marion Pareja Porras
390786019	cmk	Charles Marion Kerby Jr
856693019	nimsc	Clinton Marion Nims
980186065	dhk2	Deborah Marion Seethaler
863701977	jibbs02	Dennis Robert Marion
861160910	dmonson	Douglas Marion Monson
080327190	shavere	Elaine Marion Shaver
696670254	jacobmr	Jacob Marion Romney
127528294	jq437	James Marion Golding
804208307	didgerid	James Marion Moyar
770341282	jmarioni	Jennifer Lynn Marioni
156320036	jmh297	John Marion Hughes
110657123	joshi	Joshua Marion Johnston
000000000	theduke	Marion Robert Morrison

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

BYU Internship Office **sastg** Sign out

Home Student

INTERNSHIP APPLICATION HOME PAGE

Personal Information

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

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

Relevant Information

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

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

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

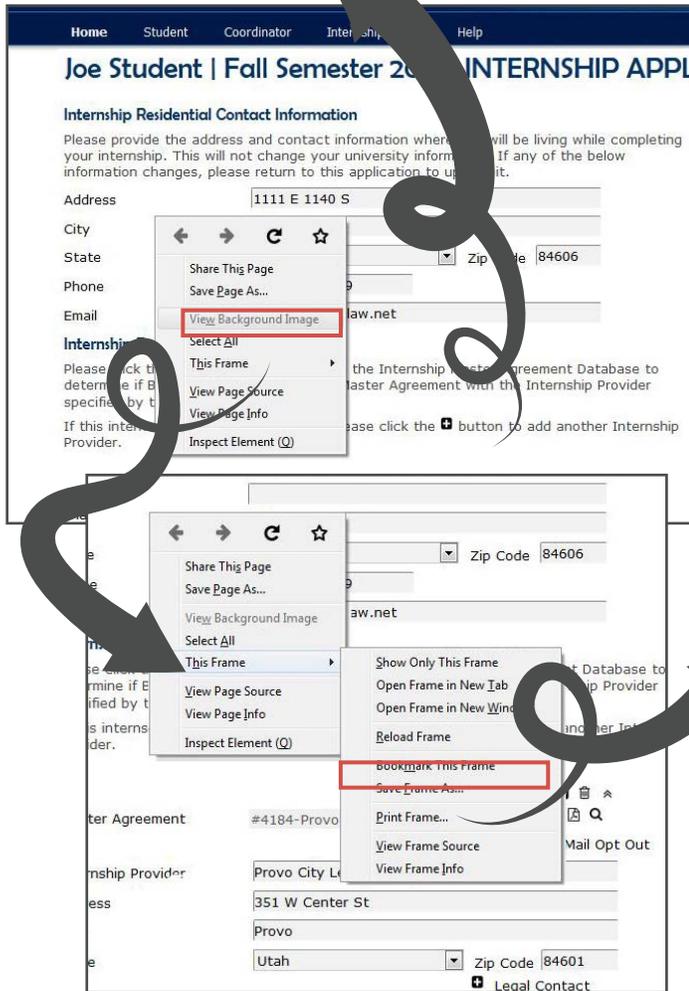
If you are completing an internship with an Internship Provider that has a limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving your application.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

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

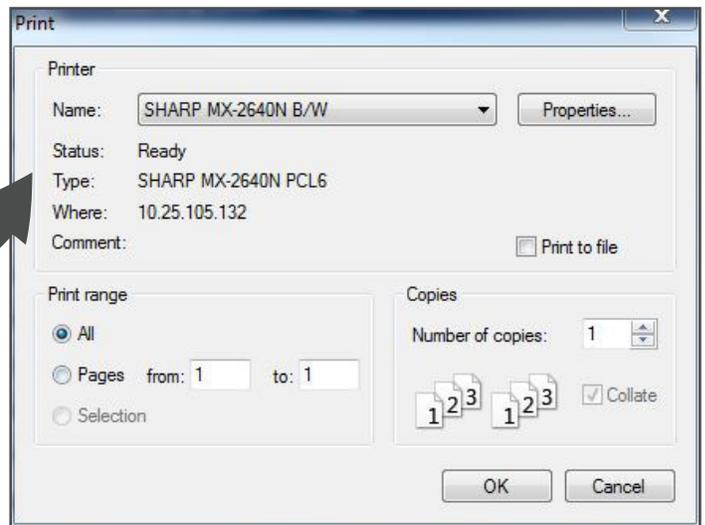
Printing a Student's Internship Application

Right click anywhere in the detail area of the student's application

The student's application should be open in a Mozilla Firefox browser to follow the instructions below.



1. Right click in detail area of the student's internship application. A menu will pop up.
2. Click This Frame. The menu will expand with another menu.
3. Select Print Frame. A print window will open.
3. Verify that print settings are correct (e.g., correct printer, number of copies, number of pages)
4. Click the OK button. The application should print.



Interning with a Limited Internship Provider

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

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

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

Home [Coordinator](#)

Intermountain Healthcare Health Services

Agreement Information

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

Contact Information

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

Student Application Information

of Interns: 4

Student Obligation Information

Tuberculosis screening requirement. One of the following is required:

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

Measles (Rubeola), Mumps and Rubella requirement. One of the following is required:

(a) Proof of two (2) MMR vaccinations.
 (b) Proof of immunity to Measles (Rubeola), Mumps, Rubella through a blood test.

Hepatitis B recommendation. If the assignment may involve exposure, potential exposure, to blood, body fluid or tissue specimens, one of the following is strongly recommended:

(a) Documentation of three (3) Hepatitis B vaccinations and blood test with "Reactive" result.
 (b) Documentation of three (3) Hepatitis B vaccinations given more than 9-15 years prior to start date (no blood test is required).
 (c) Blood test with "Reactive" result.
 (d) Documentation of six (6) Hepatitis B Vaccinations with blood test result of "Not Reactive" (this person is consider a "Non-Responder").

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

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

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

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

Any Student participating in an educational rotation within an IHCHS Facility must be eighteen years or older and have:

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

Department Obligation Information

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

Program Information

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

Location Information

Address: 5245 South College Drive
City: Salt Lake City
State: UT
Zip Code: 84123
Country: USA

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

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

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

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

Student Obligation Status

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

Student Obligation Status

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

Informational Requirements

Tuberculosis screening requirement. One of the following is required:

[Read more...](#)

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

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

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

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

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

Student Obligation Documents

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

Student Obligation Documents

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

Once the internship coordinator has approved an application you will be informed of any student obligation requirements via email. At any time during the internship application process you have the capability of uploading a particular 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) 422-3337

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

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

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

Student Obligation Status

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

Informational Requirements

Tuberculosis screening requirement. One of the following is required:

[Read more...](#)

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

Student Obligation Documents | Sally Marie Student | 999999999

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

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

This Provider has Student and/or Department Obligations.

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

Questions & Answers



Enter comments to the student regarding their document requirements here. An email will be sent to the student when you click the Add Note button.

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

Documents on File

Upload New Documents

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

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

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

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

Return to Application

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

Student Obligation Documents page

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

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

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

The Questions and Answers section of the page will allow students, coordinators, and the Internship Office to communicate regarding the required documents on this page.

The Internship Office will review and verify all the uploaded documents to certify that the documents fulfill the requirements outlined in the IMA.

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.

Application Approval

Application Approval for | Rachel Walkenhorst | 123456789

Limited Agreement with Intermountain Healthcare Health Services

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department Internship Coordinator Endorsement

I certify that:

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

Notes & Emails

Confidential Comments to Internship Office:

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

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

Limited IMA Approval

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

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

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

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

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

Adding an Internship Class

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



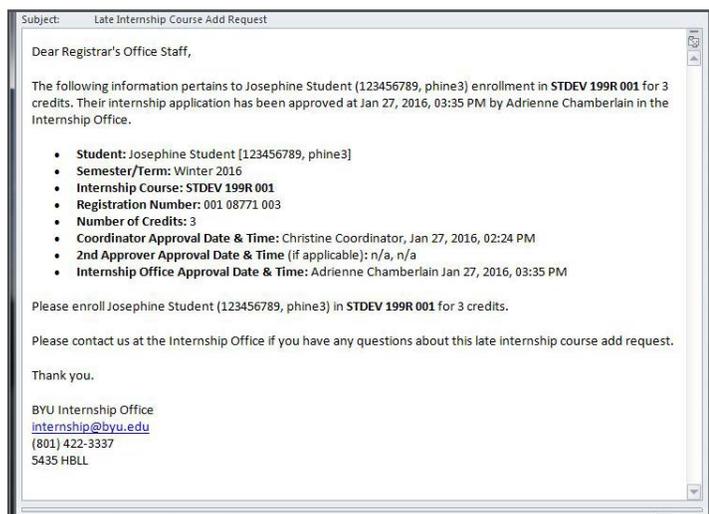
After receiving the notification email, students are able to add the class by logging into MyMap, clicking on the Register tab, selecting the semester or term the student wants to register and then clicking on 'Add a Class'. Please contact the Records and Registration Office regarding any issues registering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

Adding a Class After the Add/Drop Deadline

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

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

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



Helpful URLs

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

Quick links	Page Name	URLs
INTERN01	Internship Application Home	link.byu.edu/intern01
INTERN02	Internship Application Queue	link.byu.edu/intern02
INTERN07	IMA Database Search	link.byu.edu/intern07
INTERN08	Internship Application Search	link.byu.edu/intern08
INTERN13	Student Obligations Documents	link.byu.edu/intern13

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

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

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

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

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

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

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

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

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

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

for Coordinators, the Step-by-Step IRAMS Instructions for Students, a PowerPoint IRAMS Instructions for Students with a Standard IMA, and a PowerPoint IRAMS Instructions for Students with a Limited IMA.

Keywords and Terms

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

IMA = Internship Master Agreement

IRAMS = Internship Registration and Management System

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

Limited Agreement = The Internship Provider signed an agreement with BYU that has various limitations, which may include specifications for students from specific departments, documentation that the 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.

Most international students are studying at BYU on an F-1 Visa. This visa allows international students to work on-campus up to 20 hours per week; however, it does not allow them to work off-campus. In order for an international student to work off-campus, they must participate in Curricular Practical Training, CPT, which entails internships, field studies, mentored learning, practicums, and work study. In order for an off-campus job to qualify for CPT, it must be directly related to the international student's field of study, so many international students will seek to do an internship to work off-campus. Because the employment of these students is governed by different federal laws than those for a U.S. citizen, they are required to complete additional steps during the internship process through the International Services Office.

Federal Regulation of CPT

CPT training must be temporary in nature and an integral part of an established curriculum. In addition, the international student has to have been lawfully enrolled on a full-time basis for at least one academic year prior to applying for CPT, and must have legal status. Also, international students may not begin CPT until they receive written authorization from the International Services Office and may not apply for CPT after completion of study. International Students may work full-time during their vacation period (spring and summer terms) and up to 20 hours per week during fall and winter semesters.

International Students Internship Process

For international students, an internship is called Curricular Practical Training (CPT). Students wishing to apply for CPT must complete the following steps in addition to the normal internship process:

1. Student has been enrolled for at least one academic year (eight months) and is in lawful status.
2. The internship must be part of the student's major (application of curriculum being taught in the classroom).
3. Student must obtain a letter from the prospective employer (see slides 8-9 of the "Curricular Practical Training (CPT) Presentation" on page 121) that includes:
 - The firm/organization/company name and contact information. If this information is on the letterhead that is sufficient.
 - Letter date
 - Whether the internship position is part-time (less than 20 hours) or full-time (more than 20 hours). Full-time is only permitted during the student's vacation.
 - Beginning date (must be in the future) and ending date.
 - Nature or description of the internship and detailed outline of the job responsibilities.
 - Employer signature on letterhead
4. Student should bring the prospective employer letter to their Department Internship Coordinator and obtain a completed CPT Coordinator Certification from the Department Internship Coordinator (see slides 10-11 of the "Curricular Practical Training (CPT) Presentation" on page 121).
5. Complete the Internship Registration and Management System (IRAMS) Internship Application (link.byu.edu/intern01). Once your application has been approved by your coordinator and by the Internship Office you will be able to register for your internship class through MyMap.
6. Enroll in the appropriate internship course for credit.

7. At least five days prior to the beginning date of the training, complete and submit to International Student Services a [Curricular Practical Training Request](#) along with the following:
 - Letter from prospective employer
 - CPT Coordinator Certification
8. International Student Services will review your request; if it is approved, you must go to the International Services Office in 1351 WSC to pick up your new authorizing Form I-20 before you may begin your training.

If you have any questions regarding this process, please contact the International Services Office.

International Services Office

Office: 1351 WSC

Phone: (801) 422-2695

Website: internationalservices.byu.edu/content/cpt

Email: intloff@byu.edu

International Students - FAQs

Do all the same requirements apply to Graduate Students?

Graduate students may begin CPT prior to the requisite year of study if required by department. All other requirements are the same.

Can an international student be paid for an internship and receive credit?

International students may receive pay for an off-campus work experience if the experience is directly related to the student's field of study and the student is enrolled for the experience or the internship is required for graduation.

Can an international student work in the U.S. after graduating?

International students may participate in up to one year of post-completion optional practical training (OPT) if they have not used their CPT time while enrolled at BYU. For eligibility, students should contact the International Services Office.

Can students who do CPT also participate in OPT?

Students who receive more than one year of full time CPT are ineligible for post-completion optional practical training (OPT). To determine eligibility, students should contact the International Services Office.

Can internships lead to U.S. residency for international students?

There are several legal events that can lead to residency for international students. These include marrying a U.S. citizen or being sponsored by a U.S. employer as a uniquely qualified employee. International students who come to BYU on an F-1 visa (i.e. student visa) have signed a commitment to the U.S. to return to their home country upon completion of their approved U.S. education process, which may include up to a year of post-graduation work if the student qualifies. Some F-1 students do hope to somehow transition their student status into U.S. residency through employment, but USCIS and BYU have no intention of facilitating that process. To review the Curricular Practical Training law, please reference Title 8 CFR - Section 214.2(f) at <http://uscis.gov/graphics/lawsregs/8cfr.htm>.

Should International Students do an internship in their home country?

The university does encourage international students to explore the opportunities of doing internships during their studies and practical training after their studies here or in their home country by working with their coordinator, the Kennedy Center, or Career Placement Services.

What happens if an international student registers for the internship and then drops?

Some international students complete all the necessary internship paperwork and enroll for the course and after a few days or weeks drop the internship course but continue to work. Please be aware that these students will lose their immigration status and may have to leave the country if they drop the internship class and continue working. If you are made aware of this kind of situation, please contact the International Services Office immediately.



**Curricular Practical
Training (CPT)
Certification
Internship
Coordinator Form**



Curricular Practical Training Certification Internship Coordinator Form

International Student Services 1351 WSC 801-422-2695 Fax: 801-422-0644

To the applying student:

- Please present your employer letter to your Internship Coordinator.
- Have your **Internship Coordinator** complete this form; do not complete it yourself.
- Submit this Internship Coordinator Form along with your employer's letter and CPT application to International Student Services.

Student's Name: _____ BYU ID #: _____

Major: _____

To the internship coordinator:

The student listed above wishes to apply for Curricular Practical Training (CPT/Internship). CPT is authorization for off-campus employment that is an integral part of an established curriculum (required for all students in the major or optional in the program) and is directly related to the student's major area of study.

Please complete the following information to help us determine whether the proposed training meets the U.S. Citizenship and Immigration Services' requirements for CPT employment authorization. If you have questions, call us at 2-2695.

FYI: A student may not participate in CPT without being enrolled in additional coursework during the final term/semester unless the internship is required for all students in the degree program.

Is this internship directly related to the student's major field of study? YES NO

Is this internship required for all students to complete this degree? YES NO

Internship Course number: _____ Course Title: _____

Employer's Name: _____

Employer's Address: _____

Position (check one): Full-time (more than 20 hours) Part-time (20 hours or less)

Beginning Date: _____ Ending Date: _____

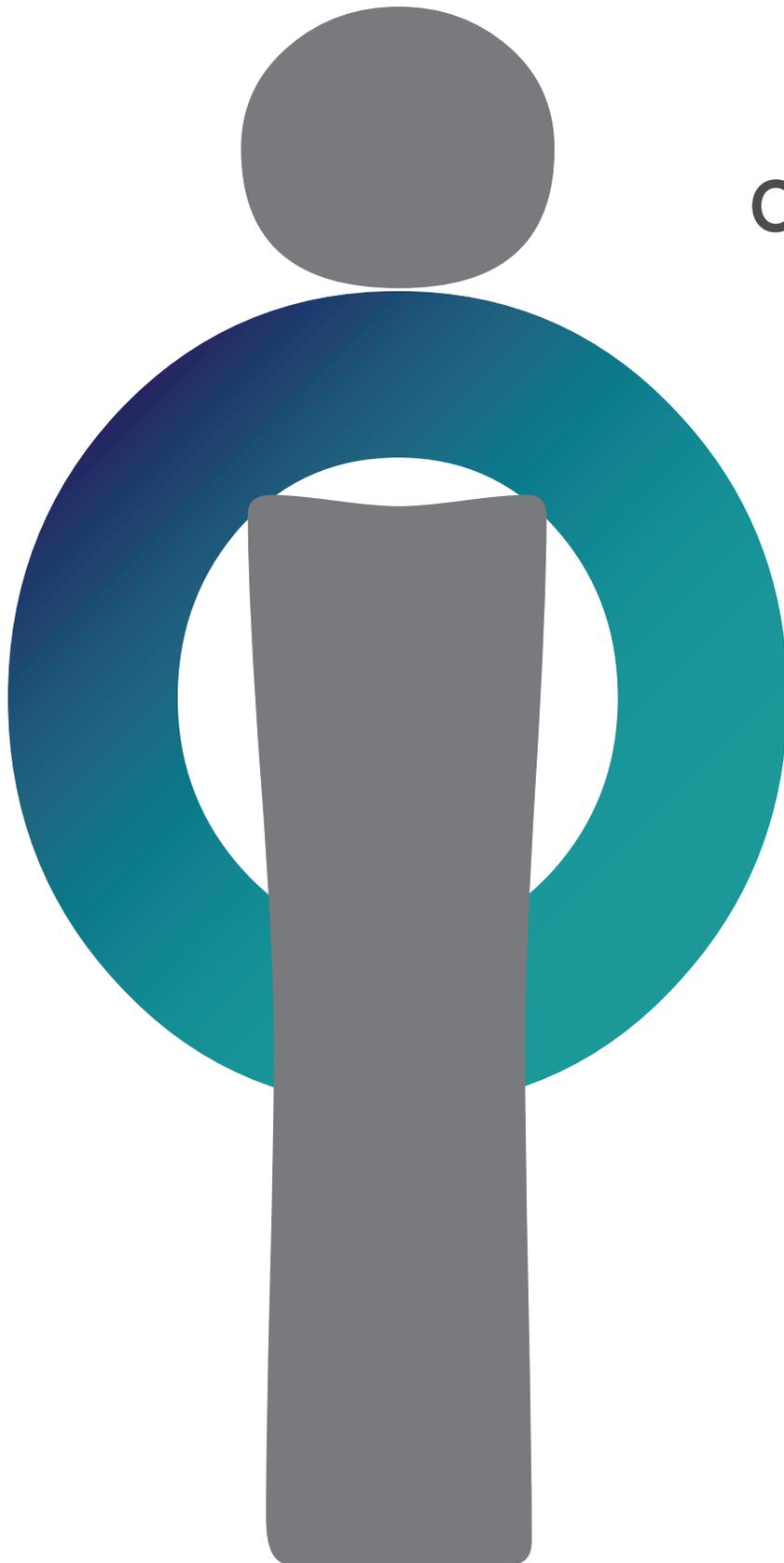
Please explain how this internship is "directly related" to the student's major field of study.

I have read the Internship offer letter and consider the above training to be an integral part of the student's curriculum. I understand that CPT must have a valid purpose in the student's program of study, and is not meant to be a convenient employment opportunity.

Internship Coordinator's Name

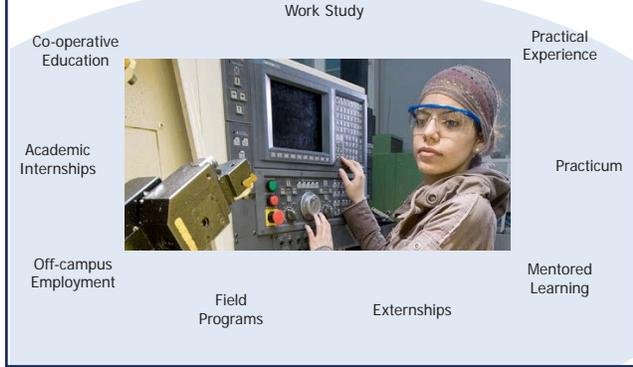
Internship Coordinator's Signature

Date



**Curricular Practical
Training (CPT)
Presentation**

Curricular Practical Training



Approval Procedures OVERVIEW

- Prospective employer letter
- Internship coordinator form
- Internship class registration
- Application to International Student Services



Agenda

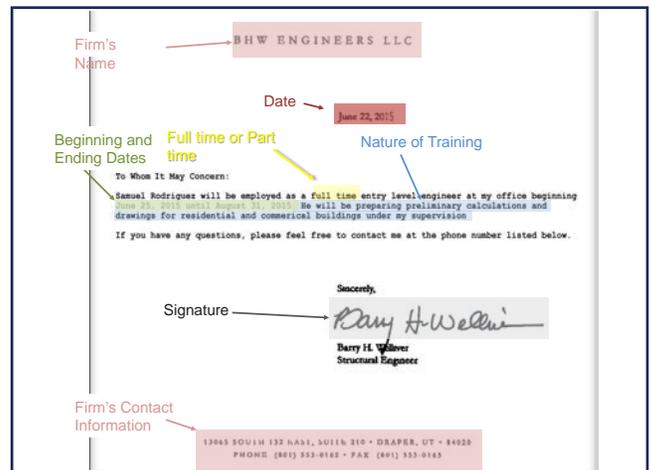
- Federal Regulations
- Training Requirements
- Approval Procedures
 - Student
 - Employer
 - Department
 - International Student Services

Prospective Employer Letter

- Firm's name and contact information
- Date
- Position listed as part-time or full-time
- Beginning date (must be in the future) and ending date
- Nature/description of the training
- Signature

Code of Federal Regulations

- Student has been:
 - lawfully enrolled full time for at least one academic year (eight months) at the CURRENT education level
 - and is in lawful status
- Training must be:
 - directly related to student's field of study
 - an integral part of an established curriculum
 - temporary in nature



Training Requirements



- only participate **BEFORE** completion of study
- have written authorization **BEFORE** starting
- only work up to 20 hours weekly during enrolled semesters—may work over 20 hours during vacations

Internship Coordinator Form

- Firm's name
- Verification that recommended training is directly related to major field of study
- Signature

Curricular Practical Training Certification
Internship Coordinator Form
 International Student Services 1315 WSC 801-425-2895 Fax: 801-425-0644

To the applying student:

- Please present your employer letter to your Internship Coordinator.
- Your Internship Coordinator completes this form. Do not complete it yourself!
- Submit this Internship Coordinator Form along with your employer's letter and CPT application to International Student Services.

Student's Name: Samuel Rodriguez BYU ID #: 123456789
 Major: Civil Engineering

To the internship coordinator:

The student listed above wishes to apply for Curricular Practical Training (CPT/Overseas). CPT is authorization for off-campus employment that is an integral part of an established curriculum required for all students in the major or optional in the program and is directly related to the student's major area of study. Please complete the following information to help us determine whether the proposed training meets the U.S. Citizenship and Immigration Services' requirements for CPT employment authorization. (Even here questions, call us at 2-200)

FYI: A student may not participate in CPT unless being awarded an additional course credit during the first term semester unless the internship is required for all students in the degree program.

In this internship directly related to the student's major field of study? YES NO
 Is this internship required for all students to complete the degree? YES NO

Internship Course number: CE EN199R Course Title: Academic Internship
 Employer's Name: BWV Engineers LLC
 Employer's Address: 33065 S 132 E Suite 210, Draper, UT 84020
 Position (check one): Full-time (more than 30 hours) Part-time (20 hours or less)
 Beginning Date: June 25, 2015 Ending Date: August 21, 2015

Please explain how this internship is "directly related" to the student's major field of study:
 Samuel will be reviewing drawings to see if the specifications meet civil engineering standards.

Please send the internship authorization and ensure the above training to be an integral part of the student's curriculum. Understand that CPT authorizes a child employee in the student's program of study, and is not meant to be a permanent employment opportunity.

Internship Coordinator's Name: Calvin Klein Signature: [Signature] Date: 6/15/2015

Verification that training is related to major

Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student

U.S. Department of Justice
 Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student
 Status - For Academic and Language Students (Form No. I-20)

Page 1

Please read Instructions on Page 2
 This form must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname): [Blank]
 First Name (given name): [Blank] Middle Name: [Blank]
 Date of Birth: 03/28/1993
 Country of Birth: GUATEMALA
 Country of Issuance: GUATEMALA
 Student's SEVIS ID: [Blank]

2. School (Select district name): Brigham Young University
 School Official to be notified of student's arrival in U.S. (Name and Title): David Maxwell
 International Director, International Services
 School's I-20 Issuance Office: 1315 WSC
 Phone: (801) 462-7951
 School code (including "high school," if any) and approval date: 08/13/2002

3. This certificate is issued to the student named above for the Commission attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States: Bachelor's

5. The student named above has been accepted for a full course of study at this school, majoring in Civil Engineering, General. The student is expected to report to the school no later than 08/23/2015 and complete studies no later than 08/23/2015. The normal length of study is 4 years.

6. English proficiency: This school certifies English proficiency. The student is expected to complete English proficiency.

7. This school estimates the student's average costs for an academic term of 16 weeks (up to 12 months) to be:
 a. Tuition and fees: \$ 2,389.00
 b. Living expenses: \$ 5,800.00
 Total: \$ 8,189.00

8. This school has information showing the following as the student's means of support, estimated for an academic term of 3 months (for the same number of months given in item 7):
 a. Student's personal funds: \$ 0.00
 b. Funds from this school: \$ 0.00
 Specify type: _____
 c. Funds from another source: \$ 0.00
 Specify type: _____
 d. Overseas employment: \$ 0.00
 Specify type: _____
 Total: \$ 0.00

9. Remarks: [Blank]

Course Requirement

- Must be a work study, practicum, field program, internship or co-op education course
- Must carry academic credit
- Research and Independent Readings courses do NOT qualify

Page 3

IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILY NAME: Rodriguez FIRST NAME: Samuel

Student Employment Authorization:
 Employment Status: Full-time Type: CPT
 Duration of Employment (From/To): 06/25/2015 To: 08/23/2015
 Employer Name: BWV Engineers LLC
 Employer Location: 13155 South 132 East, Suite 210, Draper, UT 84020

Firm's Contact Information: recommended by internship coordinator

Event History:
 Event Name: Registration
 Event Date: 01/28/2015

Current Authorizations:
 CPT Employment: Start Date: 06/25/2015 End Date: 08/23/2015

Class Schedule

BYU BRIGHAM YOUNG UNIVERSITY

Registration

Registration Dates: Summer 2007 (25 Jun 2007 - 13 Aug 2007)

Reg Status	9 - Continuing Student	Ann Acad Standing	INREQ	Total Wks Summer 2007	Estimated Hours/Week	Total Hours	Prerequisites
Reg Eligibility	DC - Day Continuing	Ann Acad Standing	INREQ	148.00	138.50	435.15	3.54
Reg Expiry Date	None	Continuing Full-Term Status	BYU	01.00	79.50	250.00	2.74
Class Standing	Senior	Distance Education Status	BYU	84.50	98.00	222.90	2.48
Discontinuation Date	None	Undergraduate Status	BYU	58.00	58.00	211.18	2.58
Units Applied	None	Year/Term First - Last	Winter 2004 - Winter 2008	BYU Summer 2007	6.50	6.50	6.00

Academic Internship

Important Note

Students who receive one year or more of full-time curricular practical training (CPT) are ineligible for post-completion optional practical training (OPT)

International Student Services Procedure

- Review application and documents
- Research academic and immigration records to verify lawful status
- Authorize training in SEVIS
- Prepare new I-20 showing CPT authorization

Procedures Review

- Obtain letter from prospective employer
- Obtain form from Internship Coordinator
- Enroll in internship course
- Submit paperwork to International Student Services five days prior to beginning date of training
- Wait for written authorization to begin training

Increasing Internship Involvement

Part of the Internship Office's function on campus is to support department internship programs in several ways. One of these is the development and implementation of communications strategies and tactics. The Internship Office can help you plan, design, produce, and implement communication strategies and tactics listed in this section or ones that your department conceives.

Stages of Program Development

The level of development of different campus internship programs varies from department to department. Some departments only do internships on occasion when, for some reason or another, a student has to be enrolled for the duration of his or her internship experience, while others have every student enroll as a requirement for graduation. Regardless of the stage of development your department is in, there may be a desire for increasing participation.

What's Right for Your Department?

In this section, the Internship Office has compiled some suggestions for your consideration. The section is divided by groups of individuals with whom strengthening relations may enhance your department internship program: "Increasing Student Participation" on page 124, "Garnering Faculty Involvement" on page 125, and "Recruiting & Maintaining Internship Providers" on page 126. Suggestions are listed according to what you would like to have the group of individuals know or do. Elements from each section may be combined to match your department's stage of development, needs, resources, and goals.

Increasing Student Participation

The ideal method for motivating student involvement in internships is to integrate the internship experience into the department's existing curriculum. This ensures the participation of the student and creates the ideal learning environment as the student is able to more fully link academic learning with real-life situations and experiences in a structured manner. Departments that cannot commit enough credits in the curriculum to require an internship may elect for an internship program that is optional, but highly encouraged. These departments can encourage student participation through an ongoing campaign that educates students on the value and timing of an internship. Some tactics follow, though this is in no way a complete list of options.

Informational

- Make class presentations. The Internship Office has ready-made presentations in increments of 5 to 45 minutes that a representative of the Internship Office or your office may present in your major and pre-major classes or new student orientations.
- Hang posters in building hallways, info boards, offices, common areas, classrooms, etc.
- Distribute Internship Booklets in department hotspots like offices, hallways, advisement centers, professors' offices, classes, class presentations, etc.
- Add department internship information into the student orientation packets and other materials or presentations.
- Develop a department internship web site with information and post department-specific internship opportunities.
- Link your department internship web site with the University Internship Office Web site.
- Modify your department's information in the University Catalog to include internships as a viable curricular option.
- Issue department e-mails each semester (or as often as deemed appropriate) encouraging internship involvement.
- Design T-shirts with your department's internship slogan or tag line and give to all students who participate in an internship.

- Stuff informational fliers in textbooks of targeted classes at the beginning of each semester.

Motivational

- Add the department's internship information/philosophy into the Major Academic Plans.
- Use your college advisement centers to encourage students to do an internship or plan on one when they map out their graduation plan.
- Use your department academic advisors to help encourage student participation.
- Work internships into the overall curriculum as a required course for graduation.
- Issue an "internship of the week" e-mail with an internship opportunity that would be applicable to many students.
- Maintain a list of department-specific internship opportunities.
- Host a yearly internship fair or join with the university's Career and Internship Fair.

Garnering Faculty Involvement

Garnering faculty support varies based on the general consensus about internships within your department. Use caution if you have vehemently opposed faculty or if internships seem to be a hotspot in your department.

Informational

- Post internship success stories on a faculty information board or through well-placed and timed e-mails.
- Offer an internship presentation at faculty meetings that includes success stories and well-researched statistics about the benefits of internships.
- Locate studies that have been conducted on internship involvement in other universities that offer programs similar to yours.
- Find the stance of professional organizations within your department's discipline(s) on internships and inform faculty thereof.
- Develop a department internship web site with specific information on how internships benefit faculty members and how your office is encouraging participation among students.
- Link your department internship web site with the university Internship Office web site.
- Modify your department's information in the University Catalog to include internships as a viable curricular option.
- Issue department e-mails each semester (or as often as deemed appropriate) encouraging internship involvement.
- Offer class presentations on internships as a service to professors.

Motivational

- Act as an ambassador for internships within your department.
- Recruit faculty as academic or internship advisors.
- Develop a top-down strategy with your chair and faculty group leaders, then work with faculty to implement the chair's and group leaders' decisions.
- Work internships into the overall curriculum as a required course for graduation.
- Position yourself as a resource to your faculty.

Obtaining Administration Support

Obtaining administrative support varies based on the general consensus about internships within your department. Use caution if you have vehemently opposed faculty or leaders or if internships seem to be a hotspot in your department.

Informational

- Compile semester number reports to show the university growth of internship participation and your department's part in that growth (easily supplied by your department or the university Internship Office).
- Play with numbers to create an enrollment graph: percent of students vs. enrollment, etc.
- Locate studies that have been conducted on internship involvement in other universities that offer programs similar to yours.
- Find the stance of professional organizations within your department's discipline(s) on internships and use as a reason to encourage internships.
- Develop a department internship web site with specific information on how internships benefit faculty members and how your office is encouraging participation among students.
- Link your department internship web site with the University Internship web site.
- Flash statistics of internship participation that you locate in credible studies and reports or from the university Internship Office.
- Find internship quotes from General Authorities or professionals/industry experts.
- Compile a list of potential local and national internship opportunities available to your students.

Motivational

- Obtain student testimonials with specifics about how the internship and classes worked together to enhance learning.
- Issue pre- and post-tests gauging how prepared a student feels about transitioning into the professional field, how applicable he or she feels the internship was to his or her academic study, or whether or not the internship helped him or her to see the connection between learning and life.
- Consider issuing the same test to students who have and haven't interned and compare the results (make sure both groups are at the same level of study, e.g., seniors about to complete the program).
- Arrange a meeting between the university internship director, yourself, and your chair to discuss the university's position on internships and efforts surrounding them.
- Position yourself as a potential resource and be willing to head up the efforts.

Recruiting & Maintaining Internship Providers

Developing and maintaining solid relationships with current internship providers is a key component to a successful internship program. Many of the ideas listed here are general, blanket concepts. If you would like help brainstorming industry-specific tactics, please contact the Internship Office. To help a company start or maintain a quality internship program, refer them to the PDF on in the internship website found at http://www.intern.byu.edu/OtherFiles/pdf_forms/StartingMaintainingInternshipprogrambook.pdf, which gives more specific information about establishing an internship program.

Recruiting Providers

Most internship providers want high-quality, hard-working interns at a low cost. They usually want the best of the group

to help their company succeed. Our goal is to keep them happy through quality students and solid communications.

- Host a major-specific or department-specific internship fair and invite current, past, and potential internship providers to attend as well as all the students in the department.
- Target potential providers you'd like to work with and distribute a "Potential Internship provider" packet tailored to demonstrate your department's uniqueness and individual strengths.
- Carry "Potential Internship provider" packets with you on business trips, professional meetings, and other networking functions, which you may distribute with your card.
- Encourage students to seek out providers that may not have previously worked with BYU or considered an internship program.

Maintaining Providers

Once a new provider is recruited, the provider needs to sign an Internship Master Agreement only once. Some departments issue a cover letter explaining the agreement, what it entails, and other specific information. A sample cover letter may be found at "Sample Internship Master Agreement Letter or Email" on page 35. Modifications may be made to suit your department's needs.

- Prepare students by addressing their role as a university representative. Stress the importance of performing well as their actions can encourage or deter an internship provider's future participation in BYU's internship program. The student could eliminate the possibility of future student opportunities with the employer.
- Establish a good rapport with the provider by meeting him or her in person or, at the very least, on the phone. Contact the employer on occasion during the semester to see how the intern is faring and see if there is anything you can personally do.
- Do everything possible to help the employer find a suitable intern for his or her organization.
- Add a question to the end of the evaluation sheet asking when the provider would like another BYU intern at the organization.

Forms & Legal Issue Questions

How do I know if an internship provider has signed an Internship Master Agreement or an International Internship Master Agreement?

The first option in this situation is available from our web site at <http://intern.byu.edu>. Click on the 'Internship Master Agreement Database' link under the Department Internship Coordinators tab. The second option is to go to any Quick URL text box in BYU's system and type Intern07. The Internship Master Agreement Database search page will open. Perform a search for the internship provider in question to see if the provider is listed. The last option is to call the Internship Office at x2-3337 and ask.

What if a provider won't sign the Internship Master Agreement?

If the internship provider will not sign a Internship Master Agreement, have the provider either redline the Internship Master Agreement or submit an alternative agreement (typically written by the internship provider's legal department). Send an electronic version of the modified agreement to the Internship Office for approval. Because the Internship Office must seek approval for most modified agreements from the Office of General Counsel, the process usually takes two weeks. It may be longer if several revisions are required to satisfy all parties.

Where do I get more forms?

Forms are available as .pdf's on our home page (intern.byu.edu) under the Department Internship Coordinators tab under 'IMA & Forms'. For word document versions of the forms, please email a request to internship@byu.edu.

What if an internship provider prefers to sign an International Internship Master Agreement in its own language?

The Internship Office currently has the International Internship Master Agreement in English, French European, French Canadian, German, Traditional Chinese, Simplified Chinese, Japanese, Korean, Spanish European, and Spanish Latin. All these documents are located on our website. If your department needs the International Internship Master Agreement in additional languages, please contact the Internship Office for assistance.

Why all the forms and policies?

The Office of General Counsel has designed the Internship Master Agreement to protect the university, student, and internship provider against any malpractice incidents or other issues that may endanger any party involved or lead to law suits.

What is my personal level of liability for not following policy?

In a September 14, 2004, memo to deans, chairs, and coordinators, the Internship Office stated, on behalf of the university: "Without a signed Internship Master Agreement, the university insurance may not be available to protect the department, faculty, and/or student . . . If a claim is filed in an instance where a student has participated in an internship, but did so prior to enrolling for credit and signature of an Internship Master Agreement, the insurance will likely not cover the claims. In such cases the faculty member, department, or student may be required to shoulder any liability with no guarantee of institutional support." For a complete copy of the memo, see "Student's General Liability Letter covering 05/15/2015 – 05/15/2016" on page 135.

What liability insurance does the university provide?

The university provides liability insurance for each student who serves an internship to cover damage or harm caused by the student. The insurance covers up to \$1,000,000 per student, per occurrence, \$3,000,000 in the aggregate. The liability insurance, however, is only in effect when both the internship provider and the university have signed the Internship Master Agreement and the student is enrolled in an internship course.

Must all of the legal forms be completed before the student begins his or her internship?

Yes. It is preferred that the Internship Master Agreement or International Internship Master Agreement must be signed by the provider and processed by the Internship Office prior to the student beginning the experience.

How do I provide proof of insurance to an internship provider?

The Office of Risk Management and Safety has a letter that functions as BYU's proof of insurance. If you need to provide documentation to a provider, please print the insurance confirmation letter from intern.byu.edu under the Department Internship Coordinator's tab and clicking on the 'IMA & Forms' link. If you have an internship provider that has requested a certificate of insurance, please contact the Internship Office at x2-337 or email internship@byu.edu.

What is the internship provider liable for in accidents and other incidents?

The internship provider is responsible for providing Worker's Compensation and/or other employment benefits to the student to the extent required by law. Although the law differs from state to state, a general rule of thumb is if the employer is paying the student, Worker's Compensation will be in effect. If the employer is not paying the student, then the university's insurance will cover accidents. This is only a general rule of thumb. For more precise information, please refer the provider to his or her state's Workers' Compensation program.

What if a student wishes to do an internship during one semester or term and simply registers for it in a different semester or term to save money?

Students must register for credit the semester or term in which they are doing the internship. For additional questions on this topic, contact the Internship Office.

On the Internship Master Agreement database, some providers are listed as unapproved. Why is that and what should I do if a student obtains an internship with one of them?

If a provider is designated as "unapproved," the provider either doesn't offer internships that meet BYU's internship policy, has violated an agreement in some way, or is not university approved. If a student would like to do an internship with one of these providers, he or she may not receive credit from BYU with that provider. The student should be advised to find another provider and experience. If he or she is not interested in finding a new experience, he or she may participate in the chosen internship without receiving credit or university support.

On the Internship Master Agreement database, some providers are listed with a limited approval. Why is that and what should I do if a student obtains an internship with one of them?

If a provider is designated with a "limited approval," the internship provider has negotiated with the University to include special considerations into the Internship Master Agreement that are unique to their organization, profession, experience, or a specific program or department. Please contact the Internship Office for specific information on individual providers or agreements if you encounter a limited approval.

Why are students charged tuition for internships?

Internships are academic in nature, which means that even though the student may be off-campus for the internship experience, they are still in contact with the university through learning objectives, assignments, faculty advisor monitoring, etc. The academic side of the practical experience requires university resources that are covered by tuition.

What should be done if the employer requires that the student have a criminal background check and/or drug screen prior to starting the experience?

Many internship providers require students to be up to date with immunizations, drug screens, and background checks prior to beginning an internship and their facility places the responsibility of obtaining and paying for the appropriate checks and screenings in these situations on the student. For a sample, please see the "Intermountain Healthcare Student Intern Checklist" on page 137.

If an internship provider is not abiding by the terms in the signed Internship Master Agreement, what do I do?

Since you, as a coordinator, should have established a relationship with the internship providers through the Internship

Master Agreement process, the resolution of the miscommunication or problem should be initiated through you. If the problem continues, contact the Internship Office.

What do I do if a faculty member is not abiding by the internship policy?

Again, the initial resolution of the miscommunication or problem should be between you and the faculty member. If the problem continues, bring it to the attention of the department chair.

If a student is a non-degree seeking student in an internship class, is he or she covered by the Internship Master Agreement?

Yes. Students enrolled in an internship course for credit are covered by the Internship Master Agreement even if they are not pursuing a degree while at the university.

If a student is auditing an internship class, is he or she covered by the Internship Master Agreement?

No. The Internship Master Agreement only covers students who are enrolled for academic credit.

Can students from other majors enroll in my department's internship course?

Whether students from other majors are allowed in your department's internship course is a departmental decision. Some departments have prerequisites to their internship courses that students from outside the major cannot meet prior to taking the course. Other departments allow students to register in their internship course as long as the work the student will be doing is directly related to the department's area of emphasis.

How can students whose internship is on-campus be enrolled for a 12 credit hour internship and be a full-time student employee?

Student employees who are considered full-time students may only work 20 hours per week at the university. If the student's on-campus work experience could be considered an internship, and if the student could earn 12 internship credit hours by working 40 hours a week, an exception may be made by petitioning Nancy Hatch (nancy_hatch@byu.edu), assistant director of the Student Employment Office. The student should explain the following:

- Course Number
- Number of Credits
- Employment workload
- How the work experience enhances the student's learning
- Other pertinent information about the situation

Student Health Insurance

What health insurance must students have while interning?

All BYU students who are enrolled in an internship, practicum, clinical, field study, etc., must still abide by university policy to maintain adequate health insurance either through the university or a private provider. Students who choose to participate in an internship or other applied learning experience off-campus will be automatically enrolled in away-from-campus coverage once the BYU Health Plan Office is notified by the student or department. It is the student's responsibility to ensure that the BYU Health Plan Office is aware of his or her intention to be away from campus. For additional information, please refer your students to the Student Health Plan Handbook or contact the BYU Health Plan Office, x2-7737.

What is away-from-campus coverage?

If a student enrolls in the Student Health Plan for the academic year and then decides to take a semester or term off by not enrolling in classes at least 3/4 time, but does not withdraw from the university or otherwise lose status as a continuing student, the student will be covered by the Away-From-Campus option of the Student Health Plan during that semester or term away. If the student is enrolled in the Student Health Plan and participates in an internship required by the department

he or she will be covered by the Away-From-Campus option of the Student Health Plan during that semester or term. If the student has enrolled his or her dependents in the plan for the year, they will also be covered by this option during this time.

How does away-from-campus coverage work?

While a student is enrolled in the Away-From-Campus option, he or she may still receive medical care at the Student Health Center if he or she is in the Provo area. If the student is away from Provo, he or she may receive medical care from any qualified, appropriately licensed medical provider. However, it will be to the student's advantage to use providers who are part of Desert Mutual's National Preferred Provider Network whenever possible. The student will still need to preauthorize any care he or she receives outside the Student Health Center.

Workers' Compensation Eligibility

In the State of Utah, some classifications of Interns will be eligible to submit a claim for Workers' Compensation benefits according to the Utah Code Ann. § 53B-16-403, et seq. For a student to be considered a BYU Intern, the student must be enrolled in a BYU Internship course: 199R, 299R, 399R, 496R, 599R, and 688R. If a BYU student is not enrolled in one of these Internship courses, they do not qualify for workers' compensation benefits. The only exception to this is with the BYU College of Nursing.

In order for an injury to be covered, the injury must be directly related to the work activities of the internship while the student was "on-the-clock" and the cause of injury must be the work activity. Acceptance of the claim and distribution of benefits is at the sole discretion of BYU Risk Management. Benefits should never be promised or guaranteed by the sponsoring department, the supervisor, co-workers, employees at the worksite, or any other individual. If a claim is approved for benefits by BYU Risk Management, the Intern is only eligible for medical benefits relating to the work injury.

1. **Paid Domestic/International Interns:** These are students who are getting paid by another company for their internship. As they are getting paid from another company, they are employees of that company and do not qualify for BYU Workers' Compensation benefits. This is the case whether they are in Utah or outside of Utah including outside of the US. These students must run the bills for their medical care through their employer sponsored workers' compensation program or their private insurance.
2. **Unpaid Domestic Interns:** These are students who are not getting paid for their Internship. Providing they are enrolled in a BYU Internship course, these students are eligible to submit a claim for workers' compensation benefits.
3. **Unpaid International Interns:** These are students who are enrolled in the BYU Internship course and have an agreement with the BYU Kennedy Center. If the student is injured during the work related activity and wishes to receive medical care internationally, the student must run the expenses through the BYU Study Abroad Medical Insurance. When the student returns to the US and either needs to receive initial care or subsequent care, the student is eligible to submit a claim for workers' compensation benefits.
4. **Study Abroad:** In certain cases, students may be in both a study abroad and internship program. Workers' Compensation benefits would be determined on a case-by-case basis and students should contact the Workers' Compensation office at 801-422-3610.

Any Intern who wishes to submit a claim to be reviewed for workers' compensation benefits must inform their department internship coordinator. The department internship coordinator must fill out a "Supervisor's Incident Report for All BYU Personnel" form which is found online at <https://risk.byu.edu/> under "Workers' Compensation Injury". This form must be submitted within 24 hours of being notified by the student intern of their intent to submit a claim for benefits. The department internship coordinator should direct the intern to seek initial medical care at the BYU SHC Urgent Care if they are located in Utah County or at the nearest Urgent Care if outside of Utah County.

For more information, contact the BYU Risk Management Workers' Compensation office at 801-422-3610 or go to <https://risk.byu.edu/>.

BYU College of Nursing

Any BYU student who has been admitted to the College of Nursing as either a bachelors or masters seeking candidate will be eligible to submit a claim for Workers' Compensation benefits for work-related injuries during their clinicals. Due to the nature of the contracts, the College of Nursing will coordinate these clinicals between the various hospitals, clinics, and facilities and the BYU College of Nursing. These students do not need to be registered in the University Internship courses to be eligible to submit workers' compensation claims as long as they are registered for the various clinical courses with the College of Nursing. If a student in the program participates in a paid internship either in Utah or outside of Utah, or they are volunteering, they will not be eligible to submit claims for BYU Workers' Compensation as they are considered either employees of the sponsoring organization or volunteers.



Direct Sales Letter



14 July 2016

Dear BYU Administrators, Deans, Chairs, Faculty, and Internship Coordinators:

This letter is to remind you that beginning August 31, 2004, Brigham Young University ceased to approve direct sales opportunities for internship credit. This decision was due to several concerns: quality of student experiences, issues of compensation and responsibilities, and questions about the supervision and independent nature of direct sales positions. This decision was also based on legal challenges that arose in connection with some direct sales companies.

Therefore, the BYU Internship Office, as part of its continuing responsibility to monitor and make appropriate adjustments to the BYU internship programs, and acting with the full support and concurrence of university administration, concluded that internship experiences of this nature do not fully meet the university objectives and policy governing academic internships. This decision does not prevent companies from hiring BYU-Provo students into direct sales positions. However, academic internship credit will not be approved or awarded for these experiences.

We appreciate your cooperation in this matter. If you have questions, please address your concerns to the Internship Office 5435 HBL 422-3337, or kristine_hansen@byu.edu

Sincerely,
Kristine Hansen
Director, Internship Office



**Student's General
Liability Letter covering
05/15/2015 –
05/15/2016**

RISK MANAGEMENT
Insurance Services



August 31, 2015

Re: Student Intern General Liability Insurance

To whom it may concern,

Please accept this letter as verification that Brigham Young University has a Medical Professional and General Liability – Claims Made insurance policy for our student interns. The current policy (05/15/2015 to 05/15/2016) is with Admiral Insurance Company in the amounts of \$1,000,000 each occurrence and \$3,000,000 aggregate. The policy number is CO000000351-12.

If you have any further questions, please contact me.

Respectfully,

A handwritten signature in cursive script that reads "David W. Lawrence".

David W. Lawrence
Insurance Manager



**Intermountain
Healthcare Student
Intern Checklist**

Student Intern Checklist for Intermountain Healthcare Requirements

Before the Internship Office will approve your IRAMS application—allowing you to register for the course—you must provide documentation that all requirements outlined below have been completed. Please upload the PDFs directly to your IRAMS application on the student obligation documents page or email the PDFs to internship@byu.edu. If necessary, you may bring physical copies of the documentation to the Internship Office in 5435 HBLL or fax copies to (801) 422-0172.

Immunizations

Tuberculosis screening requirement.* One of the following is required within six months of the internship start date:

- (a) One (1) QuantiFERON Gold with negative result.
- (b) One (1) T-Spot blood test with negative result.
- (c) Two (2) separate 2-step TST (two separate Tuberculin Skin Tests, aka PPD tests). This test can be performed within 10 days of each other, but no later than twelve months. The last TST should be completed no later than six months prior to the internship start date. Results may be similar to these shown below:

Date Placed:	Placed By:	Lot #:	Date Read:	Read By:	Result:	MM:	Follow-up:
12/08/2015	CRA	SP-C4546AA	12/11/2015	CRA	NEG	00	None
11/17/2015	JJW	SP-C4546AA	11/19/2015	JJW	neg	0m	None

If previously positive to any TB test, you must complete a symptom questionnaire and have a chest x-ray read by a radiologist with a normal result. If chest x-ray is abnormal, you must be cleared by your physician or local health department before beginning your internship assignment.

Measles (Rubeola), Mumps and Rubella requirement.* One of the following is required:

- (a) Proof of two (2) MMR vaccinations.
- (b) Proof of immunity to Measles (Rubeola), Mumps, Rubella through a blood test.

Hepatitis B. – Optional but strongly recommended. The Hepatitis B series should be considered if you are at risk for an occupational exposure, which is defined as someone with a reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of their duties. One of the following should be performed:

- (a) Documentation of three (3) Hepatitis B vaccinations and blood test with “Reactive” result.
- (b) Documentation of three (3) Hepatitis B vaccinations given more than 8 weeks prior to start date with no documented blood test results (no blood test is required, but a baseline titer should be run immediately if the person has a significant exposure to blood or body fluids).
- (c) Blood test with “Reactive” result.
- (d) Documentation of six (6) Hepatitis B vaccinations with blood test result of “Not Reactive” (this person is considered a “Non-Responder”).

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

- (a) Proof of two (2) Varicella vaccinations.
- (b) Proof of immunity to Varicella through a blood test.

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

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

**Personal or parental recollections are not acceptable forms of proof of immunity.*

Passed a criminal background check and is not listed on the [sex offender website](#) or any successor website hereto. The results of the background check must be completed while you are enrolled in an academic program.

Passed a standard SAM 5 urine drug screen. The drug screen must be completed while you are enrolled in an academic program. A positive drug screen result must be reviewed and cleared by a medical review officer (MRO).

Once these requirements are complete and you begin your internship at Intermountain Healthcare, **contact the Intermountain Student Programs Coordinator** for orientation on facility policies and security information.

Current Intermountain Employees or Volunteers

If you are a current Intermountain employee or volunteer, please sign below. Signing and dating the section below and copy of your Intermountain ID badge will serve as verification that you have already completed the listed requirements.

- I am a current Intermountain Healthcare employee or volunteer. The requirements—including various immunizations, a criminal background check and a drug screen—were completed as a condition of my employment or volunteer acceptance (if after April 1 1996). I have also included a copy of my Intermountain ID badge.

Student Name (print) _____ NetID/BYU ID _____

Student Signature _____ Date _____

Place a copy of
your
Intermountain
ID Badge
here.

OR

Place a copy of your
Intermountain ID
Badge here.



**Resources for a Criminal
Background Check,
Fingerprinting, Drug
Screening, and
Immunizations.**

Resources for

Criminal Background Check, Fingerprinting, Drug Screen and Immunizations

GENERAL INFORMATION—In the event an internship provider requires a background check, fingerprinting, drug screening and/or immunizations; it is the student’s obligation to arrange and pay for any such requirements. It is the student’s obligation to comply with such requirements when requested by the internship/experience provider; otherwise, the internship/experience provider has the right to not accept a student as an intern.

PROCEDURE—The background check, drug screen, or fingerprinting will be initiated by the student if required as part of the process for obtaining a desired internship. Please allow six to eight weeks to complete the process. Failure to submit materials may result in not being able to participate in the chosen internship. **All expenses associated with background checks, fingerprinting, drug screening and immunizations are the sole responsibility of the requesting student.** The following information is provided solely to assist you in these efforts.

LOCATIONS—These lists are provided to help students choose and fulfill the internship/experience provider’s requirements if no other options are available. It is not intended to replace personal physicians, university clinics, or any other credible services. Always be sure to double check times and locations by calling the organizations below.

Immunizations				
Company	Address	Telephone	Hours	Cost
BYU Student Health Center	SHC Provo, UT 84606	801-422- 2771	M–F • 8:00 am–6:00 pm <i>(closed on all University holidays and for devotional)</i> Appointments can be made on the phone or online at health.byu.edu	Measles & Rubella \$61.00, TB Screening (need apt.) \$10.00, Hepatitis B (3 series) each \$60.00, Chicken Pox (2 series) each \$98.00 and Tdap \$43.00.
Utah County Health Department Utahcountyonline.org	Health & Justice Bldg Ste 1900 151 S University Ave Provo, UT 84601	801-851-7025	M, Tu, F • 8:00 am–4:30 pm W • 8:00 am–7:00 pm Th • 9:00 am–4:30 pm No TB testing on Wednesdays after 4 pm or all day Thursdays Closed on Holidays	Measles & Rubella \$65.00, TB Screening \$15.00, Hepatitis B (3 series) each \$44.00, Chicken Pox (2 series) each \$98.00 and Tdap \$45.00. <i>(Cash, in-state checks, Visa, MasterCard.)</i>

Background Checks				
Company	Address	Telephone	Hours	Cost
Provo City Police Department	48 S 300 W Provo, UT 84601	(801) 852-6210	Open M – Th 7:00AM - 6:00PM	\$10.00. You go in person to the Provo City Police Department with a valid photo ID. They will perform a state wide search of your criminal record. If no records are found they will provide a notarized letter indicating that you do not have a criminal record in the state of Utah.
Bureau of Criminal Investigation (BCI) publicsafety.utah.gov/bci/crimrecords.html	3888 West 5400 South Taylorsville, UT 84129	801-965-4445	open M–F 8:00 am-5:00 pm	\$15.00. You may obtain a copy of your Utah criminal history in person or through mail. Go to publicsafety.utah.gov/bci/crimrecords.html then click on “Criminal Records” then “I need to obtain a copy of my Utah Criminal history.” Fingerprints are required to get a background check.* A third party release is required to send the information directly to the Internship Office.
Online Background Check Service	http://www.backgroundchecks.com/	N/A	N/A	~ \$40-\$80. Select the “Self Check” option and fill out all the relevant information. **

* The Bureau of Criminal Identification can do fingerprinting, and process both your state and federal background check, but it may take longer to get the results, and it may cost more.

**Please note that the turnaround time for this service has not been verified.

Drug Screen				
Company	Address	Telephone	Cost	Note
Orem WorkMed	831 N 400 W, Orem	801-714-3200	\$33	Need photo ID
Orem Work Care	601 N 1200 W, Orem	801-224-4211	\$30	Need photo ID
Occupational Health Center International (OHCI)	1097 S Orem Blvd, Suite 1, Orem (There is also one in SLC)	801-561-2777	\$40	Student Discount is \$27

A Five-panel drug screen is required for Intermountain Health Care. Drug screen results should be available in about 24 hours for you to pick up and send to the Internship Office. The costs associated with a Nine-panel drug screen may vary, but are usually around \$30 to \$40. If you are outside of Utah, a hospital may conduct a drug screen. A Nine-panel drug screen tests for Amphetamines (including Methamphetamine), Barbiturates (such as Mephobarbital [Mebaral] and Pentobarbital Sodium [Nembutal]), Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Opiates (including Codeine, Morphine, and Heroin) and phencyclidine (PCP). A Five-panel drug screen tests for Amphetamines (including Methamphetamine), cocaine metabolites, Marijuana Metabolites, Opiates (including Codeine, Morphine, and Heroin), and Phencyclidine (PCP).

Fingerprinting				
Company	Address	Telephone	Hours	Cost
BYU Police Department police.byu.edu	2120 JKB	801-422-2222	M–F • 10:00 am–2:00 pm	\$10/2 cards. Each additional card will cost \$3.00. Please bring a government-issued photo ID (driver’s license, passport, military ID), as well as BYU ID. Bring payment in cash or check only.
Provo Police Department	48 S 300 W, Provo <i>East side of City Building</i>	801-852-6231 for appt	M,T,Th,F • 5:30 pm–7:00 pm Sat • 9:00 am–12:00 pm	\$10/2 cards Provo City residents only Others—use BCI
Orem Department of Public Safety	95 E Center Street, Orem	801-229-7070	M–F • 11:00 am–1:00 pm M–Th • 5:00 pm–6:00 pm	Free for Orem residents Others—\$30/2 cards
Bureau of Criminal Identification (BCI)	3888 W 5400 S Salt Lake City	801-965-4445	M–F 8:00 am–5:00 pm	\$15/3 cards*

* The Bureau of Criminal Identification can do fingerprinting, and process both your state and federal background check, but it may take longer to get the results, and it may cost more.



Frequently Asked Questions about IRAMS

IRAMS Frequently Asked Questions

What does IRAMS stand for?

IRAMS stands for Internship Registration and Management System.

Why are students required to fill out an IRAMS application?

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

Student Questions

How do students edit their application once they have submitted it or navigated away from 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 edit, 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 a student 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.

Once a student completes the IRAMS application is the registration flag added only 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.

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.

What if a student doesn’t know where he/she 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.

Coordinator Questions

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

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

How should a coordinator or department schedule an internship course?

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

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

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

- Spring term classes will be available when selecting 'Spring 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 be able to 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 should a coordinator do if a student selects the wrong course number or section number on his/her application and the coordinator has already approved the application?

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

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

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

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

If a student enrolled in an internship course needs to change the number of credits for the internship course, the internship coordinator will now send a detailed email to registration@byu.edu if it is between the semester or term add/drop deadline and the discontinuance deadline.

Please include the following in the email sent to registration@byu.edu.

- Internship Coordinator Name
- Internship Program/Department
- Student Name
- Student BYU ID
- Current Semester/Term
- Internship Course Name, Number and Section
- Number of credit hours the class enrollment should be changed to

If it is past the discontinuance deadline, the student will need to complete an online petition process found on the Registration Office website <https://registrar.byu.edu/petitions>.

If this change needs to be made after the add/drop deadline, the student will need to petition to change the number of credits they're enrolled for by completing the required petition form and taking it to the Petitions Office (B-150 ASB). A small fee may be charged to the student's account by the Petition's Office.

Can a student add an internship course after the add/drop deadline?

Students whose internship applications are approved by the Internship Office after the add/drop deadline and before the discontinuance deadline will be automatically added into the internship course by the Records and Registration Office. Once the Internship Office approves a student's internship application after the add/drop deadline and before the discontinuance deadline for a semester, IRAMS will send an automatic email to the Registration Office staff to have the class automatically added to the student's schedule. The IRAMS generated email will include the information provided from the student's internship application. Coordinators need to be absolutely precise with the class number, section and the number of credits on the student's internship application since that information will be used by the Registration Office to add the class to the student's schedule.

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 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 Internship Office may provide an explanation in the Question and Answer section on the page.

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. Also verify that the correct course and section has been selected. 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.

Can the 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, department secretary or the instructor for the course to adjust the number of students who may enroll in a course.

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.

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 Internship Office (801-422-3337) to get the designated coordinator for a specific section changed so that student registration is not held up.

What if a student has received an email from the 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 students change the number of credits they are registered for after they have added the class and started their internship?

Yes. If the student would like to change this before the add/drop deadline, the easiest way is to simply drop the class and re-add it with the desired number of credits.

Can a student 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.

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 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 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 Internship Office (801)422-3337 or email internship@byu.edu with the course and semester information.

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.

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.