Proposal for an Individual Internship
Brigham Young University
International Study Programs

Student Information

Name: Last First BYU ID

Phone: Home Cell E-mail

Internship Information

Country City Organization

Address Web Address

Internship Supervisor (in country) Name Phone E-mail

Internship Dates (circle the BYU semester) Fall/Winter/Spring/Summer

Internship housing address and contact information (phone at apartment or home, cell phone)

Type of work with internship organization:

List any language or international experience:

Academic Information

Department Major Minor

Department Internship Coordinator Signature Phone

Proposed BYU Internship Courses
Preparation Steps for an International Internship

**Application Process (3 months before departure)**
Students apply for an “Individual Internship” through International Study Programs (ISP) at [http://kennedy.byu.edu/isp](http://kennedy.byu.edu/isp) for the term/semester they will be enrolled for their internship credits.

In conjunction with this, students should check with their Department Internship Coordinator to assure the internship focus is in line with the department’s academic focus. A list of Department Internship Coordinators may be found at: [http://webpub.byu.edu/internships-byu/OtherFiles/pdf_forms/coordinatorContactinfo.pdf](http://webpub.byu.edu/internships-byu/OtherFiles/pdf_forms/coordinatorContactinfo.pdf)

**Pre-Departure Seminars (2 months before departure)**
All individual interns are required to meet with the ISP staff five times prior to departure for international and cross-cultural preparation seminars. These seminars are offered the second block of fall and winter semester and summer term. The seminars cover cross-cultural communication, culture shock, personal safety, international security, and how to maximize the international internship experience. Check with the ISP Individual Internship Facilitator (below) for the schedule of seminars.

**Course Contracts Registration for BYU Credit (2 months prior to departure)**
Registration for BYU credit earned while abroad will occur through the “Course Contract” method through ISP. ISP serves as the registrar for any BYU credit earned while students are outside of the United States. With departmental approval, courses from any department may be set-up as “study abroad” sections through ISP. Course Contract forms are obtained from the Individual Internship Facilitator. **Students are responsible for turning in completed Course Contracts to the Facilitator.**

**International Health Insurance (1 month prior to departure)**
ISP will purchase secondary international health insurance coverage on behalf of the student through HTH Worldwide. Student intern coverage will cost approximately $148 per semester. This charge will be placed automatically on the student account. Accompanying spouse and child coverage is also available. 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 and faculty should review the BYU Travel Policy on the Kennedy Center TravelSmart page for travel and international updates at [http://kennedy.byu.edu/travelsmart](http://kennedy.byu.edu/travelsmart). Students will not be able to participate in internships, fieldwork, or any activities where the BYU Travel Policy has a travel restriction.

**International Internship Master Agreement**
A signed master agreement must be secured prior to departure or within the first week of the internship. An online version is available at [http://webpub.byu.edu/internships-byu/html/InternationalForms.html](http://webpub.byu.edu/internships-byu/html/InternationalForms.html).

**ISP Individual Internship Facilitator**
Students should work with the Facilitator for completing all of the above. Contact the Individual Internships facilitator at 101 HRCB, (801) 422-3686, or byuinternationalinternships@gmail.com.