



# Department Internship Coordinator Handbook

Brigham Young University | Internship Office



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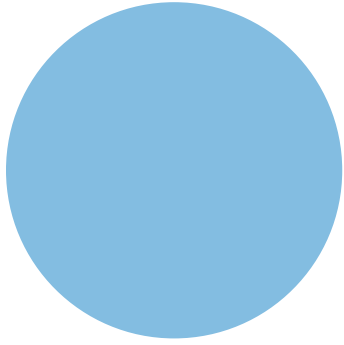
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# Section 1 : Background & Benefits

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## **Introduction**

This handbook 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 functions as the minimum requirements and processes for BYU's internship programs. A PDF document of this handbook can be found online at [saas.byu.edu/intern](http://saas.byu.edu/intern) under the Faculty and 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 still 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 the 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.
- Give internship grants to establish, strengthen, and expand department programs and internship opportunities.
- 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. Application of knowledge and skills such as solid work habits, workplace etiquette social instincts, adaptability, and creativity are learned 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 experience providers.

## Benefits of Internships

Internships benefit all parties involved with the experience: students, the university, and experience 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**

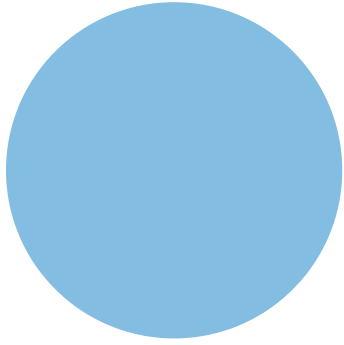
- Validate the university’s curriculum in a professional environment.
- Improve post-graduation statistics for the university.
- Provide learning experiences that supplement case studies and lectures.
- Advance curriculum to keep pace and lead in the practical arena.
- Connect faculty to current trends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

### **Experience 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.
- Offer a year-round source of highly motivated preprofessionals.
- 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 educa-

tion process of future professionals.

- Convert student interns seamlessly to full-time employees who can be immediately productive.
- Strengthen the bond with the university and projects a favorable image in the community.
- Allow the employer the opportunity to have an impact on molding the lives of students.



# Section : Policy, Best Practices & Assessment

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# **Policy, Best Practices & Assessment**

## **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 June 2007. The most recent version may be found in the University Handbook and the Coordinator's Handbook starting on page 2-2.

## **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 page 2-5.

## **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 HIPAA 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 page 2-6.

## **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](http://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 experience 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. Sample tables start on page 2-7.

Internship Quality: The responsibility of monitoring internship quality rests on the experience 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 page 2-10.

# University Policy Governing Internships

## Definition

An internship (including externships, clerkships, student teaching or similar work experience) 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. While a qualified 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 policy established by the department/school internship oversight committee.

## 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 for university credit must be enrolled in one of the designated course numbers (.5 - 12 credits). These course numbers should not be used for any other purpose and no other course numbers should be used in addition to these designated numbers. The minimum number of experience hours for each hour of credit earned is 42 hours, but academic departments/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 a pre-internship orientation of the student.

## Suitability of the Internship Experience

The department/school's faculty advisor or administrator must determine the suitability of internship experiences using written guidelines established by the department/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 have an assigned on-site mentor. 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

International internship locations and experience providers are proposed by BYU departments/schools to the International Studies Program Office (ISP) of the Kennedy Center for International Studies to clear the locations and experience providers. The department/school then works with the experience providers to complete an International Internship Master Agreement that constitutes the contractual agreement that is filed with the Internship Office. The sponsoring department/school is 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 help prepare students to cope with cultural, health, security, political, and social issues within the geographical area of their internships.

## Department/School Commitment

An academic department/school must establish an internship oversight committee that is respon-

sible for departmental policy and practice. The oversight committee will establish appropriate prerequisites and ensure proper student preparation. The department/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 the student, monitor progress, resolve concerns and provide feedback to the student on a regular basis. The department is also required to establish a contractual arrangement (approved by the Office of General Counsel) with each experience provider (most contracts will be the Internship Master Agreement already established by the university). Contracts must be signed and filed with the Internship Office prior to the start of a student's internship. In unusual circumstances, the student may, upon the prior written approval of the Internship Office in consultation with the Office of General Counsel and Risk Management and Safety, begin an internship before a contract has been signed.

## **Experience Provider Commitment**

The experience 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 a contractual arrangement (approved by the Office of General Counsel).

## **Academic Standards**

Each course designating internship enrollment (.50 – 12 credits) should provide a syllabus with the following instructions:

- Purpose of the course
- Course outline
- Assignments and expectations
- Testing, evaluation and grading instructions

The assignments must include combinations or elements of the following:

- Text(s) and/or readings
- Papers and/or reports
- Projects and/or research
- Demonstrations and/or presentations

## **Administrative Standards**

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

- Registration procedures
- Assignments and expectations
- Grading procedures
- Standards of personal conduct
- The nature and amount of supervisory contact between the faculty advisor or department administrator and the student
- Health insurance options
- University liability insurance
- The BYU contractual agreement that outlines the obligations of the student, the

- university and the experience provider
- Procedures for unanticipated termination

## **Documentation**

The department/school must make available to the student and the experience 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/school must provide scheduled contact with the experience provider for feedback and assessment of the student's performance. The department/school must also provide routine assessment of internship providers to ensure quality learning experiences.



September 21, 2004

Dear Deans, Chairs, Faculty, Internship Coordinators, and Administration,

This letter is to inform you that effective as of the Fall 2004 Semester, beginning August 31, 2004, Brigham Young University will no longer approve student internships with direct sales companies. For this reason, we are terminating existing Master Internship Agreements between BYU and direct sales experience providers.

This decision comes after months of discussion concerning recent student experiences, issues of compensation and responsibilities, and concerns over the supervision and independent nature of direct sales positions. This decision is also based on legal challenges that have arisen in connection with some direct sales companies

Therefore, the BYU Office of Academic Internships, 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, has concluded that internship experiences of this nature do not fully meet the university objectives and policy governing academic internships. This decision covers all positions in the direct sales industry: sales, marketing, managerial positions, etc.

This decision will not prevent related companies from hiring BYU-Provo students into direct sales positions, however academic internship credit will no longer be approved or awarded for these experiences, unless departments have given special exception.

We appreciate your cooperation in this matter. If you have questions, please address your concerns to the Academic Internships Office 130A B-34, 422-3602, or [laurie\\_wilson@byu.edu](mailto:laurie_wilson@byu.edu)

Sincerely,

Laurie J. Wilson

Director, Office of Academic Internships



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.pdt](http://www.hhs.gov/ocr/hipaa/guidelines/businessassociates.pdt) (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 Table A**

<b>Student ID #</b>	<b>Student Last Name</b>	<b>Student First Name</b>	<b>Experience Provider (EP) Name</b>	<b>EP Address</b>	<b>EP Phone</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**Sample Table A Cont.**

Advisor Name	Advisor Phone	Is the advisor a faculty member in your discipline? Y/N	# of Hours Student Worked	# of Credits Received	Did student receive pre-internship orientation? Y/N	Was there a written contractual agreement on file prior to start of the internship? Y/N	If an International Internship, was it coordinated through the Kennedy Center? Y/N
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**Sample Table B**

Dept or Unit	Course #	Index Code	Credit Hours	Grade Rule Employed	Approximate Number of Students Per Year	Is course required for graduation? Y/N	Is course processed through Continuing Ed? Y/N
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

# Experience Provider Evaluation of Intern

Intern Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

	Poor	Below Average	Average	Above Average	Excellent	Comments
<b>Competence in the Job</b>						
Decision-making skills	1	2	3	4	5	
Organizational skills	1	2	3	4	5	
Knowledge	1	2	3	4	5	
Productivity	1	2	3	4	5	
Initiative	1	2	3	4	5	
Creativity	1	2	3	4	5	
Verbal Communication	1	2	3	4	5	
Written Communication	1	2	3	4	5	
<b>Professionalism</b>						
Personal Appearance	1	2	3	4	5	
Attitude	1	2	3	4	5	
Punctuality	1	2	3	4	5	
Dependability	1	2	3	4	5	
Confidentiality	1	2	3	4	5	
Adaptability	1	2	3	4	5	
<b>Interpersonal Relations</b>						
Client Relations	1	2	3	4	5	
Staff Relations	1	2	3	4	5	
Empathy	1	2	3	4	5	
Cooperation	1	2	3	4	5	
Friendliness	1	2	3	4	5	
<b>Personal Attributes</b>						
Enthusiasm	1	2	3	4	5	
Persistence	1	2	3	4	5	
Assertiveness	1	2	3	4	5	
Emotional Stability	1	2	3	4	5	
Motivation	1	2	3	4	5	

Intern's Strengths:

Intern's Weaknesses and Suggestions for Improvement:

Noteworthy Observations of Intern's Performance:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# Experience Provider Evaluation of Intern

Intern Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

	Poor	Below Average	Average	Above Average	Excellent	Comments
Followed directions	1	2	3	4	5	
Punctual	1	2	3	4	5	
Self-motivated	1	2	3	4	5	
Initiated follow-through	1	2	3	4	5	
Dressed appropriately	1	2	3	4	5	
Written communication	1	2	3	4	5	
Work was accurate	1	2	3	4	5	
Flexible	1	2	3	4	5	
Able to confront problems	1	2	3	4	5	
Interpersonal skills	1	2	3	4	5	
Achieved objectives	1	2	3	4	5	
Overall rating	1	2	3	4	5	

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.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Would you like another intern? \_\_\_\_\_ 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, co-workers, 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
<b>Competence in the Job</b>						
Decision-making skills	1	2	3	4	5	
Organizational skills	1	2	3	4	5	
Knowledge	1	2	3	4	5	
Productivity	1	2	3	4	5	
Initiative	1	2	3	4	5	
Creativity	1	2	3	4	5	
Verbal Communication	1	2	3	4	5	
Written Communication	1	2	3	4	5	
<b>Professionalism</b>						
Personal Appearance	1	2	3	4	5	
Attitude	1	2	3	4	5	
Punctuality	1	2	3	4	5	
Dependability	1	2	3	4	5	
Confidentiality	1	2	3	4	5	
Adaptability	1	2	3	4	5	
<b>Interpersonal Relations</b>						
Client Relations	1	2	3	4	5	
Staff Relations	1	2	3	4	5	
Empathy	1	2	3	4	5	
Cooperation	1	2	3	4	5	
Friendliness	1	2	3	4	5	
<b>Personal Attributes</b>						
Enthusiasm	1	2	3	4	5	
Persistence	1	2	3	4	5	
Assertiveness	1	2	3	4	5	
Emotional Stability	1	2	3	4	5	
Motivation	1	2	3	4	5	

Your Strengths:

Suggestions for Improvement:

Noteworthy Observations/Specific Assignments:

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date



# Section : Domestic Internships

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## **Domestic Internship Process**

Following are the steps to establish a domestic internship:

- The student completes all department prerequisites, secures an internship with the provider of his or her choice, completes the Internship Registration and Management System (IRAMS) application online, obtains approval for the internship by his or her department internship coordinator as well as the University Internship Office and secures a signed Internship Master Agreement prior to beginning the internship experience. For more information on IRAMS, please see the step-by-step instructions beginning on page 5-3.
- Paperwork is to be completed by the department coordinator, student, and the experience provider. The department internship coordinator 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 Section 7: International Students. For international internships, please see Section 4.

## **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 experience providers, and maintaining steady relationships with potential experience 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 page 3-7. 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.

### **Experience Provider**

The experience 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) and the Experience Information Sheet.

The experience 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 experience provider evaluate the student at midterm and during finals.

### **Student Intern**

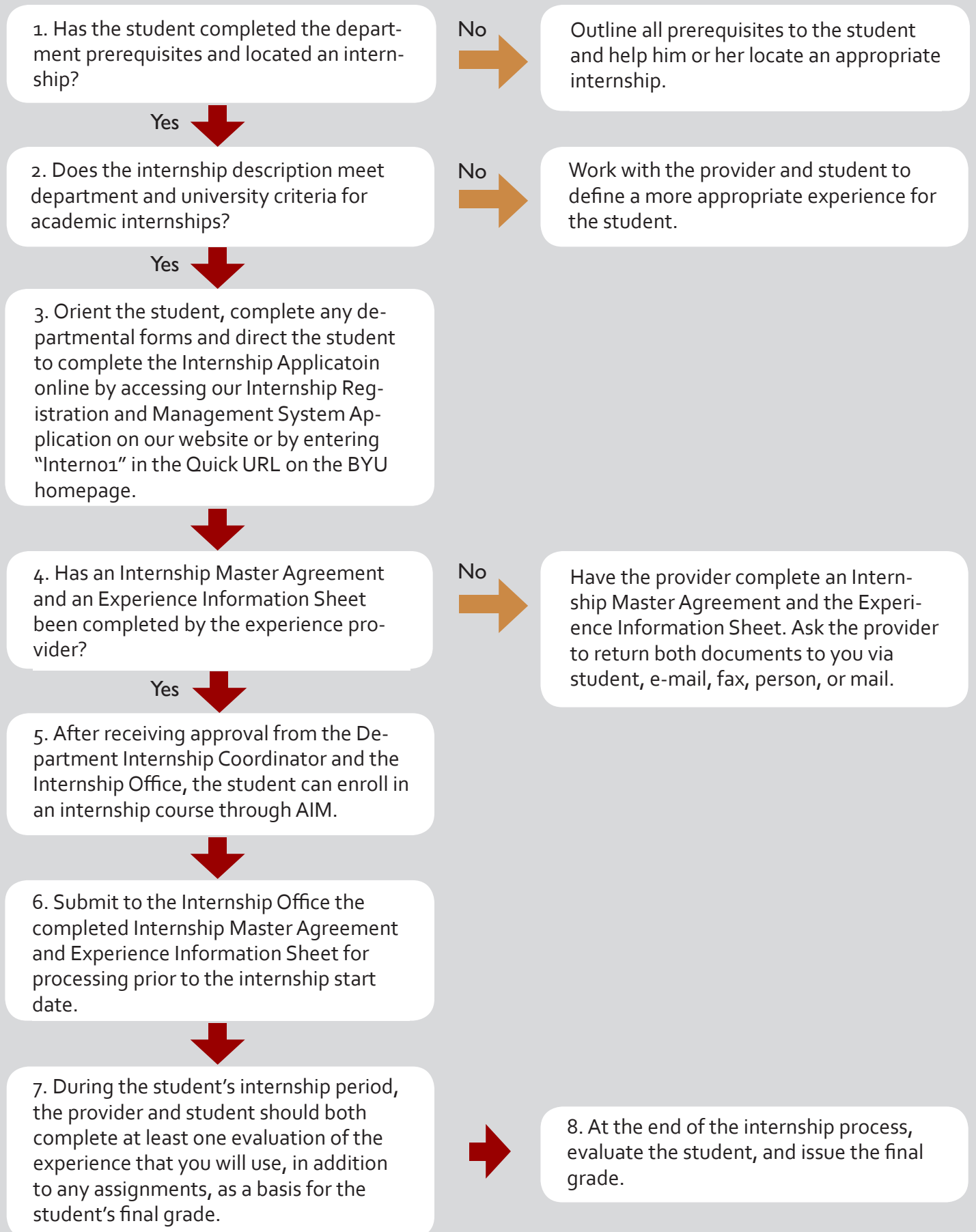
The student's first responsibility is to ensure that they have met all of the department's prerequisites before seeking and obtaining an internship. Most students locate internships through their department's internship office or on their own by pursuing a course of action similar to that of a job search. 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 experience provider complete the Internship Master Agreement and the Experience Information Sheet prior to beginning the experience. To obtain credit, the student must complete the Internship Application online and receive approval to add an internship 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.

# Department Coordinator Working With a Student

Follow these steps if a student contacts you seeking an internship



# Department Coordinator Working with an Experience Provider

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

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

No  


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

Yes  


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

No  


Please refer the provider to a more appropriate department or the Internship Office.

Yes  


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

No  


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

Yes  


4. Has an Internship Master Agreement and Experience Information Sheet been completed by the experience provider?

No  


Have the provider complete both forms and return them via e-mail, fax, person, or mail.

Yes  


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

No  


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

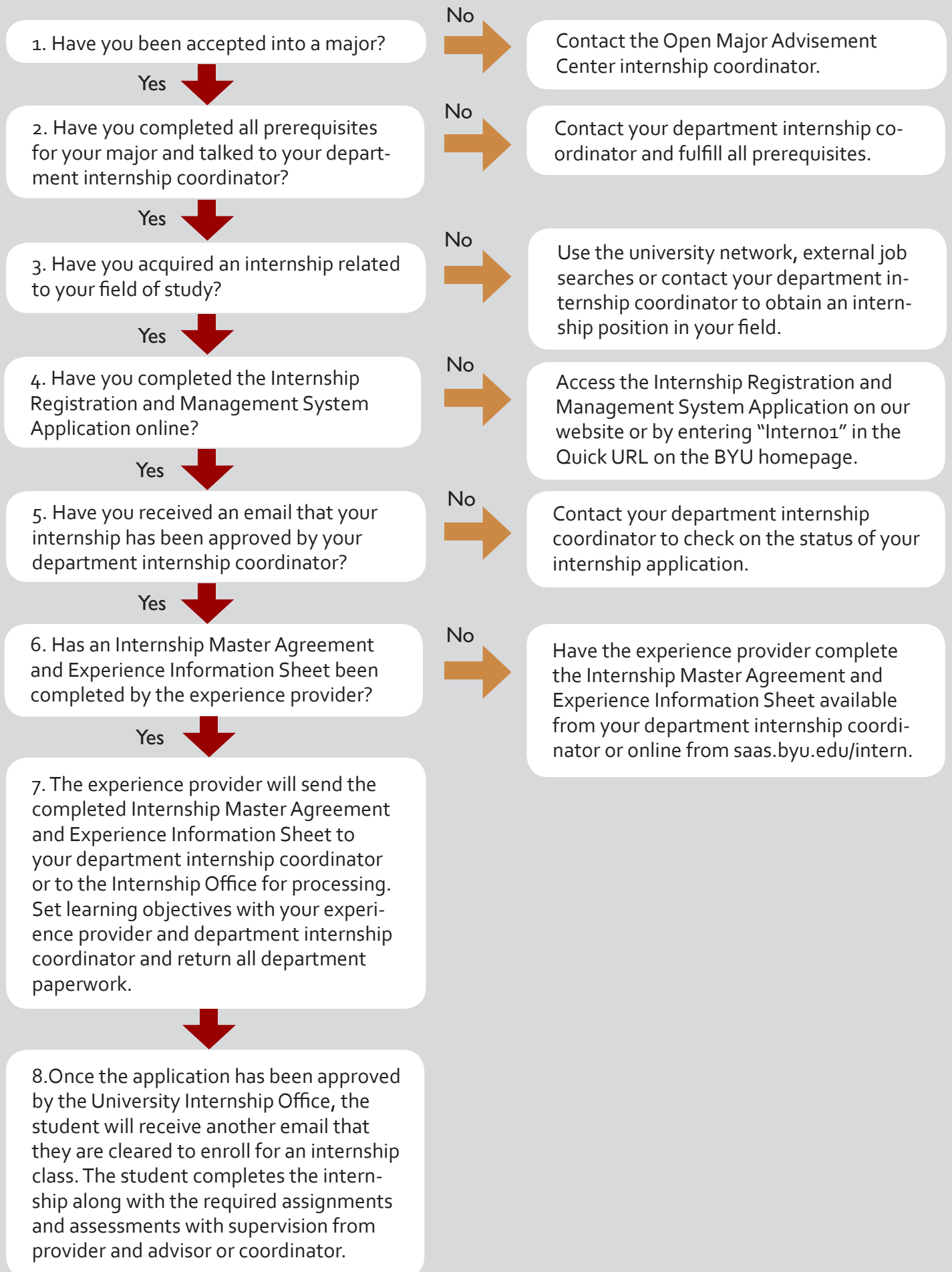
Yes  


6. 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.



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

# For Students Who Want Credit



# How Experience Providers Can Obtain BYU Interns

1. Do you know which area of general university study best fits your available internship position?

No  
→

Visit the main menu at [www.byu.edu](http://www.byu.edu) and explore the subhead of Colleges and Schools or call (801) 422-3337.

Yes  
↓

2. Do you know who the department internship coordinator is for your selected area of study?

No  
→

Locate the appropriate department internship coordinator using the contact list at [saas.byu.edu/intern](http://saas.byu.edu/intern) or call (801) 422-3337.

Yes  
↓

3. Have you contacted the department internship coordinator to explain the opportunity you are offering? The department internship coordinator will determine if the internship opportunity fits the course curriculum for academic credit.

No  
→

Contact the department internship coordinator you selected in the last step.

Yes  
↓

4. Does BYU have a signed Internship Master Agreement on file for your organization?

No  
→

Obtain an Internship Master Agreement and Experience Information Sheet from the dept. coordinator, web site, or call (801) 422-3337; complete and return to the coordinator who will send it to the Internship Office.

Yes  
↓

5. Once these steps are completed, the dept. internship coordinator will assist you in finding an intern suitable for your organization and will lead you through any departmental procedures.

↓

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.

↓

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.

# Instructions for Domestic Forms

## Procedure

Contracts 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 ([saas.byu.edu/intern](http://saas.byu.edu/intern)). 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](mailto:adrienne_chamberlain@byu.edu). The Internship Office will attempt to obtain a signed agreement. If the Internship Office is unable to obtain a signed agreement, the department internship coordinator must complete the Internship Master Agreement Petition (found on page 3-26) for review by the Internship Office and the Risk Management and Safety Office, which will determine if a student may intern without a signed agreement.

## Internship Master Agreement (3 pgs)—page 3-9

This form is to be filled out by the experience provider (the organization) and signed on page two by an "Administrator or Responsible Officer." Send the completed agreement to the Internship Office with the Experience Information Sheet for processing. A copy of the Internship Master Agreement is then kept on file in the office and posted on the Web site's database. The Internship Office will return the original agreement to the department and send a copy to the experience provider.

## Experience Information Sheet—page 3-14

This form provides necessary information about the experience provider and experience. Once the provider completes the form, the coordinator should forward it with the Internship Master Agreement to the Internship Office for processing. (Note: a description of the function of the company is required, not what the student intern will be doing in the position.)

## Student Agreement (2 pgs as Exhibit A of the Internship Master Agreement)—page 3-12

This form is now part of the IRAMS student application. Students must agree to this agreement before starting an internship application.

## Processing

Once both forms are completed, please send the Internship Master Agreement (2 pages) and Experience Information Sheet **together** to the Internship Office for processing. The office will sign the agreement, enter the provider information into the database, return the original copies to the department and send a copy to the experience provider. If the provider is already listed on the web site, the Internship Master Agreement and the Experience Information Sheet do not need to be completed again unless the provider would like to update its information on file. Agreements must be signed by the University prior to a student beginning the internship experience.

## Sample Internship Master Agreement Cover Letter

Date

Experience 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 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 & Contact info)

**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



- 3.5 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.
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.

Contract No. \_\_\_\_\_  
 Dept. \_\_\_\_\_  
 College \_\_\_\_\_

## INTERNSHIP OFFICE EXPERIENCE INFORMATION SHEET

### UNIVERSITY INFORMATION

<b>Student Name</b>	
<b>Department Name</b>	
<b>Coordinator Name</b>	

### EXPERIENCE PROVIDER INFORMATION

Experience Provider Name			
Contact Person			
Complete Address			
Phone		Fax	
Email		Web site	
Brief Description of Experience Provider			

### INTERNSHIP SPECIFICATIONS

Internship Title			
Internship Description			
Major(s) Requested		Year in School	
Qualifications			
Compensation	<input type="checkbox"/> Unpaid <input type="checkbox"/> Paid: \$ ____		
Schedule	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either FT or PT		



# Section : International Internships

Definitions & Deadlines | 4-1

International Procedure | 4-1

International Forms Instruction | 4-2

International Forms | 4-5



## 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](mailto: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 Internship Registration and Management System application, completes an International Study Programs Individual Internship Proposal Form (beginning on page 4-5) from his or her coordinator or ISP and submits the completed form to Aaron Rose, 204 HRCB. 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 (see page 4-7) and International Experience Information Sheet (see page 4-11) process. Once the forms are 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 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**

Contracts must be completed and submitted to the Internship Office prior to a student beginning his or her internship. Due to the cultural and linguistic differences in working with international experience providers, the process may be delayed. However, every experience that involves international travel must have the appropriate university clearances. All of the following forms may also be found online at [saas.byu.edu/intern](http://saas.byu.edu/intern). The department internship coordinator is responsible for the completion of all of 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](mailto:adrienne_chamberlain@byu.edu). The Internship Office will attempt to obtain a signed agreement. If the Internship Office is unable to obtain a signed agreement, the department internship coordinator must complete the International Internship Master Agreement Petition (found on page 4-12) for review by the Internship Office and the Risk Management and Safety Office, which will determine if a student may intern without a signed agreement.

### **International Internship Master Agreement (2 pages) — Page 4-7**

This form is to be filled out by the experience provider and signed on page two 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. When the experience provider returns the International Internship Master Agreement and International Experience Information Sheet, both should be forwarded to the university Internship Office for processing. The university requires only one agreement per experience provider. For a list of providers who are already approved,

please see the Internship Office Web site. Both international experience providers and domestic experience 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 [saas.byu.edu/intern](http://saas.byu.edu/intern), these forms can be found by clicking on the link on the left-hand side titled “International Forms”.

### **International Experience Information Sheet — Page 4-11**

This form provides necessary information about the experience provider and the experience. Once the provider completes the form, the coordinator should forward it with the International Internship Master Agreement to the Internship Office for processing.

### **International Internship Student Agreement (2 pages as International Internship Master Agreement’s Exhibit A) — page 4-7**

This form needs to be signed by the student indicating that he or she is willing to abide by the content of the International Internship Master Agreement. This form is required even if the experience provider has already signed an International Internship Master Agreement. After the student signs the International Internship Student Agreement, the form is usually kept by the department internship coordinator in the student’s file for future reference.

### **Processing**

Once both forms are completed, send the International Internship Master Agreement (2 pages) and International Experience Information Sheet **together** to the Internship Office for processing. The office will sign the document, enter the provider information into the database, return the original copies to the department, and send a copy to the experience provider. If the provider is already listed on the 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](http://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](http://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 5 times prior to departure for international internships for 5 pre-departue seminars. These seminars cover cross-cultural communication, personal safety, volunteerism, 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 Internships?**

- [kennedy.byu.edu](http://kennedy.byu.edu)
- [www.transitionsabroad.com](http://www.transitionsabroad.com)
- [www.studyabroad.com](http://www.studyabroad.com)
- [www.goabroad.com](http://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](http://kennedy.byu.edu)**

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



### **Application Process (3 months before departure)**

Students apply for an “Individual Internship” through International Study Programs (ISP) at <http://kennedy.byu.edu>. The online application with all supporting materials must be submitted ideally by a minimum three months prior to departure.

Students should check with their Department Internship Coordinator to assure that the internship focus is in line with the department’s academic focus. Department Internship Coordinators can 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 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, and Summer Term. The seminars cover cross-cultural communication, culture shock, personal safety, international security, and how to maximize the international internship experience. Please check with the ISP Individual Internship Facilitator (below) for the schedule of seminars.

### **Registration for BYU credit (1 month prior to departure)**

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.

### **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: <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 Health Insurance**

BYU International Study Programs will purchase international health insurance coverage on behalf of the student through HTH Worldwide. Student intern coverage will cost \$110 per semester or \$55 per term. This charge will be placed automatically on the student account. Accompanying spouse coverage is \$330 per semester, \$165 per term. Accompanying child coverage is \$165 per semester, \$82.50 per term.

### **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/> (listed under “Forms.”)

### **Questions?**

Contact the “Individual Internships Facilitator” at ISP  
[ispindividualinternship@gmail.com](mailto:ispindividualinternship@gmail.com)  
280 HRCB  
801-422-3686

# 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:**

**For BYU:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

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.

Revised 28 January 2008

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 \_\_\_\_\_

**EXHIBIT A**  
**INTERNATIONAL STUDENT INTERNSHIP AGREEMENT**  
**And**  
**ASSUMPTION OF RISK, RELEASE OF CLAIMS, AND INDEMNITY**

Student Name: \_\_\_\_\_

Experience Provider: \_\_\_\_\_

Internship start date: \_\_\_\_\_ End date: \_\_\_\_\_

The student Intern hereby agrees as follows to:

1. Notify the International Study Programs Office in writing if younger than 18 years old.
2. Be enrolled as an internship student and pay all required tuition and fees to BYU.
3. Comply with all Experience Provider rules, policies, and procedures.
4. Complete the internship during the dates specified unless modified by the Experience Provider and BYU.
5. Accept no other employment during the internship unless agreed upon in writing by the Experience Provider and BYU.
6. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
7. Report serious problems, including physical, safety, and personnel, to the Experience Provider supervisor and the BYU Internship Coordinator.
8. Verify that I and my BYU Department Advisor have been provided by the Experience Provider a written explanation concerning any dangerous conditions or physical hazards that I may be exposed to as a result of my participation in the internship program.
9. Complete all BYU academic assignments and course work as outlined by the applicable department.
10. Adhere to BYU's Honor Code and the Experience Provider's Standards of Personal Conduct and Dress and Grooming Standards. Further, I agree that BYU has the right to enforce the standards of conduct described in this Agreement, Assumption of Risk, Release and Indemnity ("Agreement"), in its sole judgment, and that it will impose sanctions for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of BYU, the international internship program, or other participants. I recognize that due to the circumstances of an international internship that the usual procedure for notice, hearing and appeal applicable to student disciplinary proceedings at BYU do not apply. If I am required to return to the U.S., I consent to being sent home at my own expense with no refund of fees.
11. Receive and read a copy of the International 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.
12. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
13. Voluntarily identify to my BYU Department Advisor and the Experience Provider any personal, physical, and/or emotional problems I might have which would, without reasonable accommodation, prevent me from performing my essential responsibilities as an intern. I understand that, if I have a disability which requires reasonable accommodation by the Experience Provider, I will advise Experience Provider at a time sufficiently prior to the commencement of the internship to allow Experience Provider to make reasonable accommodations.
14. 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. I am aware of potential personal medical costs. I recognize that BYU is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care, in a foreign country or in the United States, BYU is not responsible for the costs or quality of such treatment or

1 June 2007

care. BYU may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release BYU from any liability for any actions.

15. Participation as an international intern involves risks not found in study at BYU. These include risks involved in traveling to, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; 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.
16. 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, omissions, or negligence of any third party, including but not limited to Experience Provider and any provider of goods or services.
17. Abide by all applicable laws and respect the customs and culture of the country hosting the externship program. I understand I must personally attend to any legal problems I encounter or incur as an intern in the host country.
18. 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.
19. **Assumption of Risk and Release of Claims.** KNOWING THE RISKS AND RESPONSIBILITIES DESCRIBED ABOVE, AND IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE AS AN INTERNATIONAL INTERN. I AGREE, ON BEHALF OF MY FAMILY, HEIRS, AND PERSONAL REPRESENTATIVE(S), TO ASSUME ALL THE RISKS AND RESPONSIBILITIES SURROUNDING MY PARTICIPATION. TO THE MAXIMUM EXTENT PERMITTED BY LAW, I RELEASE AND INDEMNIFY BYU AND IT OFFICER'S EMPLOYEES AND AGENTS FROM AND AGAINST ANY PRESENT OR FUTURE CLAIM, LOSS OR LIABILITY FOR INJURY TO PERSON OR PROPERTY WHICH I MAY SUFFER, OR FOR WHICH I MAY BE LIABLE TO ANY OTHER PERSON, DURING MY PARTICIPATION IN THE BYU INTERNATIONAL INTERNSHIP PROGRAM OR ARISING FROM BYU NEGLIGENCE CONNECTED THEREWITH (INCLUDING PERIODS IN TRANSIT TO OR FROM ANY COUNTRY WHERE THE PROGRAM IS BEING CONDUCTED).

I have carefully read this Agreement before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Agreement shall become effective only upon receipt of my application by BYU and shall be governed by the laws of the state of Utah, which shall be the forum for any lawsuits filed under or incident to this Agreement or to the program.

\*\*If the participant is a minor, his or her parent or guardian hereby agrees to and is also bound by the terms of this release, both for and in behalf of the minor and in the parent or guardian's own right.

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

BYU Student ID#: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Witness: \_\_\_\_\_ **Date:** \_\_\_\_\_

**BYU Internship Coordinator's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send a copy of this form to: International Study Programs Office 280 HRCB, Provo, UT 84604  
[isp@byu.edu](mailto:isp@byu.edu) Phone (801) 422-3686 , Fax (801) 422-0651

Contract No. \_\_\_\_\_  
 Dept. \_\_\_\_\_  
 College \_\_\_\_\_

## INTERNSHIP OFFICE INTERNATIONAL EXPERIENCE INFORMATION SHEET

### UNIVERSITY INFORMATION

<b>Student Name</b>	
<b>Department Name</b>	
<b>Coordinator Name</b>	
<b>Kennedy Center Advisor</b>	

### EXPERIENCE PROVIDER INFORMATION

Experience Provider Name			
Contact Person			
Complete Address			
Phone		Fax	
Email		Web site	
Brief Description of Experience Provider			

### INTERNSHIP SPECIFICATIONS

Internship Title			
Internship Description			
Major(s) Requested		Year in School	
Qualifications			
Compensation	<input type="checkbox"/> Unpaid <input type="checkbox"/> Paid: \$ ____		
Schedule	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either FT or PT		





# Section : Registration Policy/Procedure, Petitions, and T-Grades

Registration Policy | 5-1

Dates & Deadlines | 5-1

IRAMS Flowcharts | 5-2

IRAMS Instructions | 5-4

T-Grades | 5-22

Petitioning | 5-24



# 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. This is not new policy, but a reiteration of existing policy.

## Adding a Class

Students must complete an Internship Registration and Management System (IRAMS). For a complete description of registration instructions, please see the the IRAMS step-by-step instructions beginning on page 5-2.

## 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 10<sup>th</sup> business day of a semester or 6<sup>th</sup> business day of a term. Dropping classes during this time will result in the class being deleted from the transcript.
- **Withdrawal Deadline:** The last day to withdraw from a class is the 25<sup>th</sup> business day of a semester or the 6<sup>th</sup> day of a term. Withdrawals result in a 'W.'
- **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.

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 petition to add the internship course between the add deadline and the discontinuance deadline. More information on the petitioning process is located on page 5-14.

## 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 (see page 5-13).

# Internship Registration and Management Flowchart of Responsibilities

## International Internship

If the internship is international or involves international travel, the student does not need to complete the IRAMS student internship application, but should contact the Kennedy Center for internship approval and course registration.

## Domestic Internship

Students will complete the online Student Internship Application. Students will receive an e-mail notifying them that their application is under review.

Coordinators will receive an e-mail notifying them that an Internship Application has been added to their queue. The coordinator will approve or deny the internship. Students will receive an e-mail notifying them of their coordinator's decision.

If the internship is approved by the coordinator, the Student Application will then be added to the Internship Office's queue. The Internship Office will approve or deny the application. Students will receive an e-mail notifying them of the Internship Office's decision.

Flag will be removed, and students will be able to add their internship course through AIM.

Second Approver

If the internship course has a Second Approver the Second Approver will receive an e-mail notifying them that an Internship Application has been added to their queue. They will approve or deny the internship. Students will receive an e-mail notifying them of the Second Approver's decision.

International Student

International Students must then visit the International Services Office, once they have enrolled in the internship course.

# Students Interning with a Limited Approval Experience Provider

## International Internship

If the internship is international or involves international travel, the student does not need to complete the IRAMS student internship application, but should contact the Kennedy Center for internship approval and course registration.

## Domestic Internship

Students will complete the online Student Internship Application. Students will receive an e-mail notifying them that their application is under review.

Coordinators will receive an e-mail notifying them that an Internship Application has been added to their queue. The coordinator will approve or deny the internship. Students will receive an e-mail notifying them of their coordinator's decision.

Students will receive an email apprising them of the unique student obligations required of the Experience Provider. All documentation of these requirements needs to be sent to the Internship Office before the student's application will be approved by the Internship Office.

If the internship is approved by the coordinator, the Student Application will then be added to the Internship Office's queue. The Internship Office will approve or deny the application. Students will receive an e-mail notifying them of the Internship Office's decision.

Flag will be removed, and students will be able to add their internship course through AIM.

Second Approver

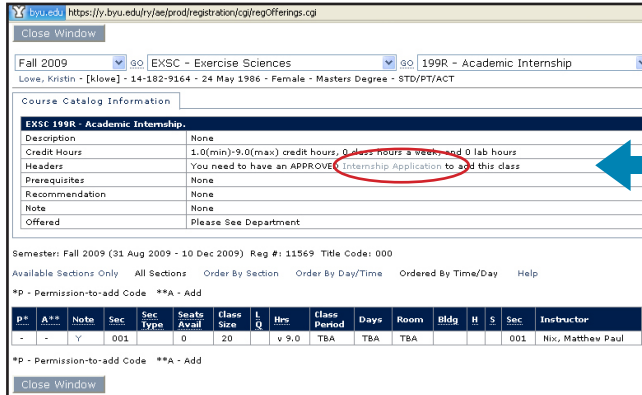
If the internship course has a Second Approver the Second Approver will receive an e-mail notifying them that an Internship Application has been added to their queue. They will approve or deny the internship. Students will receive an e-mail notifying them of the Second Approver's decision.

International Student

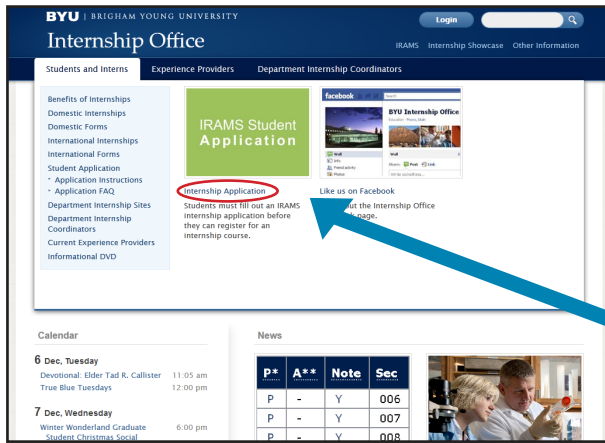
International Students must then visit the International Services Office, once they have enrolled in the internship course.

# Student Steps

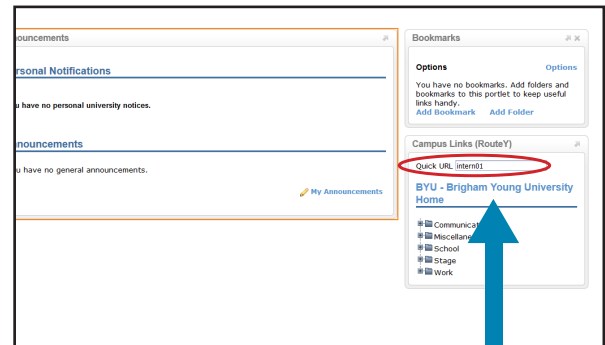
Students may access the system through three methods. First, students may try to add their designated internship course through the AIM registration system; their internship course will be flagged until their internship has been approved and AIM will automatically redirect them to the IRAMS system. Or, students may click on the “Internship Application” button located under the “Students and Interns” tab on the Internship Office website (saas.byu.edu/intern). Finally, students may access the system by logging in to myBYU and typing “Intern01” in the Quick URL box.



If the student attempts to add the course in AIM and has not completed the Internship Application, they will need to click on the hyperlink in the header to take them to the Internship Application.

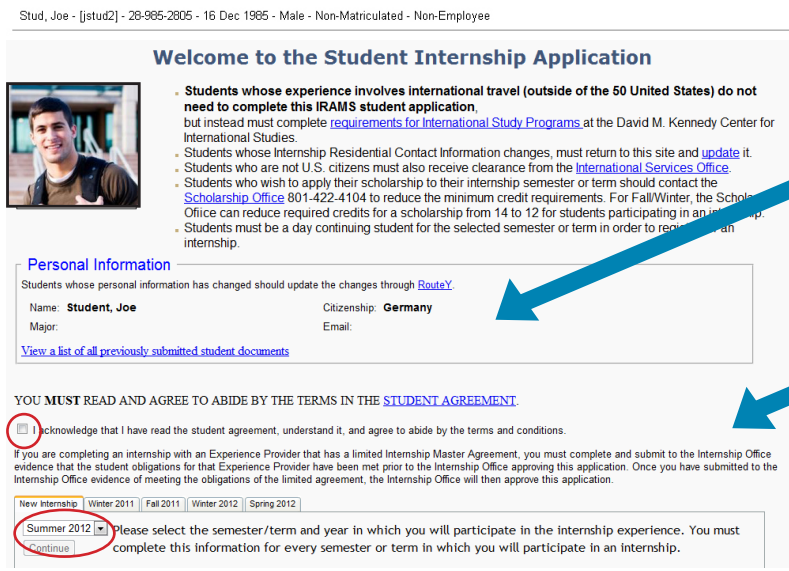


The student may also access the Internship Application through this link on the Internship Office home page (saas.byu.edu/intern).



Finally, the student may access the Internship Application by typing “Intern01” into the Quick URL box on their myBYU page. The student must be logged in to Route Y.

## Student Welcome Page



If a student has interned in the past with an Experience Provider who has requested student obligations and the student has submitted these documents, they are accessible by clicking on the “View a list of all previously submitted student documents” link. For more information see the “Students Interning with a Limited Internship Master Agreement” section.

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

Students should select the year and term they wish to complete their internship. Press the “Continue” button to proceed.

## Student Application

After pressing the “continue” button on the Welcome Page, students will be taken to the following internship application. Students should fill out as much information as possible. If there is information that the student does not have upon filling out this form, they may save changes and proceed through the application. The student cannot receive final approval until all of the information is provided. Once students have the adequate information to finish completing their application they may return to their application to update it by clicking on the “Edit/Update” button on the Welcome Page of the application.

[Student\\_Joe](#) - [joestud] - 95-999-6322 - 27 Dec 1934 - Male - Masters Degree Completed - Non-Employee

### Joe Student - Winter 2012 Student Internship Application

Welcome Page Save and Continue Later

If you do not have all of the below noted requested information at this time, enter as much as you can prior to meeting with your Department Internship Coordinator. However, **all information is required** (except fields denoted by an asterisk) prior to your Internship Application being approved.

#### 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.

Country:	United States of America		
Address Line 1:	37 West 24th St	*Address Line 2:	
City:	New York	State:	New York
		Zip:	10010
Email:	joestudent@byu.edu	Phone:	801-825-3146

Students should fill out their 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 Route Y; that is a separate process. International Internships are handled through the Kennedy Center, so if a student changes the country a pop-up box will appear directing them to

contact the Kennedy Center for internship approval and course registration; the IRAMS Student Application is not required for these students.

#### Internship/Experience Provider Information

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

Experience Provider:	MSNBC		
Address Line 1:	34 Rockefeller 33rd Fl.	*Address Line 2:	
City:	New York	State:	New York
Zip:	10010	Country:	United States of America
Contact Name:	Beth Zimmerman	*Web Site:	www.msnbc.com
Contact Email:	beth_zimmerman@msnbc.com	Phone:	825-561-9862
Start/End Date:	16 Jan 2012 - 29 Mar 2012	Total Approximate Hours:	100

This section requires students to enter the contact information of the Experience Provider. The fields marked by an asterisk are not required, but all other fields are required. The system will allow students to enter a start date that is prior to the date they are completing their Internship Application;

however, the hours worked prior to their official internship course enrollment will not be counted towards their required work hours per credit enrolled. Students can fill out one application for multiple semesters or terms if the end date of the internship extends beyond the final day of the semester or term for which they are filling out the application. The “Add” button allows students to enter the information for multiple Experience Providers if students will be interning with multiple providers during the same semester or term.

#### Class Credit

Select the appropriate internship class (enrollment will occur after approval by your Department Internship Coordinator).

Experience Provider:	MSNBC	Internship Coordinator:	
Internship Class:	Select		

Optional: Please describe your potential internship opportunity or any other information you would like to convey to your Internship Coordinator.

Once the student has saved the information from the Internship/Experience Provider Information section, the Experience Provider will automatically be filled in under the Class Credit section. Students must then select their internship class from the drop-down menu (by

clicking the down arrow and selecting a course). Once they have selected the course their assigned internship coordinator will be automatically posted in the “Internship Coordinator” field and their class will be posted in the “Selected Class” field. Students can provide a description of their internship for their coordinator if they choose or if the coordinator requires it. This field is optional and has a character limit of 1000.

#### Class Credit

Select the appropriate internship class (enrollment will occur after approval by your Department Internship Coordinator).

Experience Provider:	MSNBC	Internship Coordinator:	Natalie Chambers
Internship Class:	COMMS 496R 001-Academic Internship		

Once students have selected their class, the completed fields will look like this.

#### Submit Application


Enter as much of the requested information as possible before meeting with your Department Internship Coordinator. After you submit your Internship Application you must contact your Internship Coordinator to have your Student Internship Application approved. Your Internship Coordinator's email address and phone number will be shown on the welcome screen.

The student should read the information given and click the “Submit Application for Processing” button. Pressing the submit button saves all fields and routes the application to the Internship Coordinator for review. Students should not submit their application until they have filled in all required fields.



## Student Welcome Page

### Welcome to the Student Internship Application



- 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.
- Students whose Internship Residential Contact Information changes, must return to this site and [update it](#).
- Students who are not U.S. citizens must also receive clearance from the [International Services Office](#).
- Students who wish to apply their scholarship to their internship semester or term should contact the [Scholarship Office](#) 801-422-4104 to reduce the minimum credit requirements. For Fall/Winter, the Scholarship Office can reduce required credits for a scholarship from 14 to 12 for students participating in an internship.
- Students must be a day continuing student for the selected semester or term in order to register for an internship.

**Personal Information**

Students whose personal information has changed should update the changes through [RouteY](#).

Name: **Student, Joe**      Citizenship: **USA**

Major: **Engineering**

[View a list of all previously submitted student documents](#)

**YOU MUST READ AND AGREE TO ABIDE BY THE TERMS IN THE [STUDENT AGREEMENT](#).**

I acknowledge that I have read the student agreement, understand it, and agree to abide by the terms and conditions.

If you are completing an internship with an Experience Provider that has a limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the Experience Provider required student obligations have been met prior to the Internship Office approving this application. Once you have submitted to the Internship Office evidence of meeting the obligations of the limited agreement, the Internship Office will then approve this application.

[View a checklist of your obligations \(as well as upload documentation of these obligations\).](#)

New Internship | Winter 2011 | Fall 2011 | **Winter 2012** | Spring 2012

INTERNSHIP/EXPERIENCE PROVIDER	CLASS CREDIT	INTERNSHIP COORDINATOR	STATUS
National Institutes of Health	RMYL 496R 001-Academic Internship	Howard Gray Phone: Email: duhannig@gmail.com Office:	Submitted

This link takes the student to all previously submitted student obligations if the student has interned in the past under a limited Internship Master Agreement. When students intern with multiple Experience Providers with limited approval Internship Master Agreements, they don't need to resubmit any documentation that has already been submitted. IRAMS will detect what obligations were submitted in the past and this documentation will satisfy current requirements for the same documentation.

Clicking on this link allows students to quickly access a checklist of the student obligations for their current Experience Provider that need to be met prior to starting their internship. On this screen, students can upload documentation of their obligations, see if the Internship Office approved their documentation, view which obligations are still outstanding, view and print a PDF of their uploaded forms.

## Submitting Documentation of Student Obligations

By entering into a limited Internship Master Agreement with an Experience Provider, the Internship Office becomes legally obligated to ensure that the student obligations outlined in the agreement are met before the student begins his/her internship. The student must thus submit documentation to the Internship Office of all their student obligations before the Internship Office will approve the student's IRAMS application. Students can submit documentation to the Internship Office through the process outlined below or by mailing or emailing their documentation directly to the Internship Office (5435 HBL, Provo, UT 84602; [internship@byu.edu](mailto:internship@byu.edu)). The Internship Office will then scan and upload the documentation to the student's checklist of obligations. Students will be able to view all of their documentation, whether uploaded by Internship Office or the student, by clicking on the "View a Checklist of Your Obligations" link or the "View a list of all previously submitted documents link" on their Welcome Page. Once everything in the checklist of obligations has been uploaded, the Internship Office may approve the student's application allowing the student to register for an internship course.

### Joe Student Internship Requirements

You may upload documentation of these requirements in the below chart by selecting the 'Browse' button then browse for a PDF. The Internship Office will then review your documentation and either approve or deny your submission. you will know your documentation has been approved if a check appears under the Approved column in the below chart.

<b>— HIPAA training</b>	Approved <input checked="" type="checkbox"/> Notes: _____	<input type="button" value="Browse..."/>
<b>— TB Screening</b>	Approved <input type="checkbox"/> Notes: _____	<input type="button" value="Browse..."/>
<b>— Tetanus Immunization</b>	Approved <input type="checkbox"/> Notes: _____	<input type="button" value="Browse..."/>
<b>— Polio Immunization</b>	Approved <input type="checkbox"/> Notes: _____	<input type="button" value="Browse..."/>
<b>— Td booster</b>	Approved <input type="checkbox"/> Notes: _____	<input type="button" value="Browse..."/>
<b>— CPR certification</b>	Approved <input type="checkbox"/> Notes: _____	<input type="button" value="Browse..."/>

This is the screen students are taken to after clicking the "View a Checklist of your Obligations" button on the student Welcome Page. This shows all the documentation students need to provide before beginning their internship. Students can upload PDFs of their documentation by clicking on the "Browse" button and selecting a file. They can also see if the Internship Office has approved their documentation if the Approved box is checked. Students will receive an email if their documentation is denied.

## Submitting Documentation of Student Obligations Cont.

### Joe Student Internship Requirements

You may upload documentation of these requirements in the below chart by selecting the 'Browse' button then browse for a PDF. The Internship Office will then review your documentation and either approve or deny your submission. you will know your documentation has been approved if a check appears under the Approved column in the below chart.

[HIPAA training](#)

Approved  Notes: UPLOADED

Once a document has been uploaded, the options become available to save, delete, and view the document. Students can also print a copy of the document from the view screen. If necessary, documents may be deleted up until the Internship Office approves the documentation.

### Joe Student

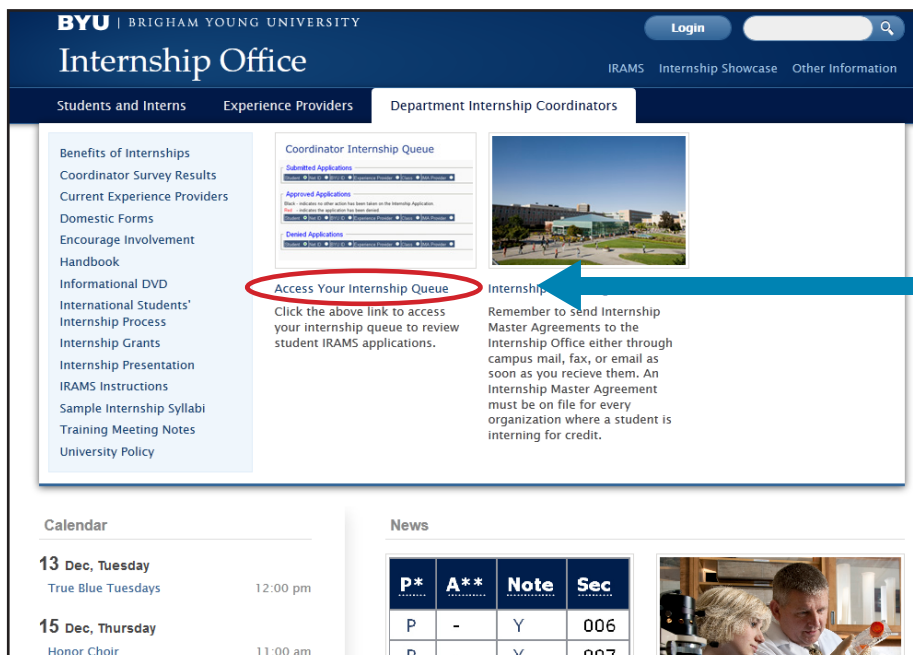
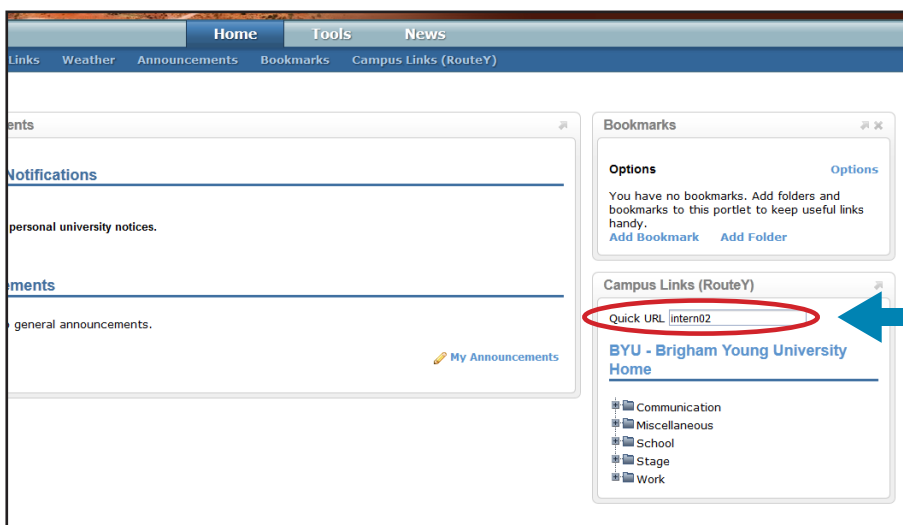
#### Uploaded Documents

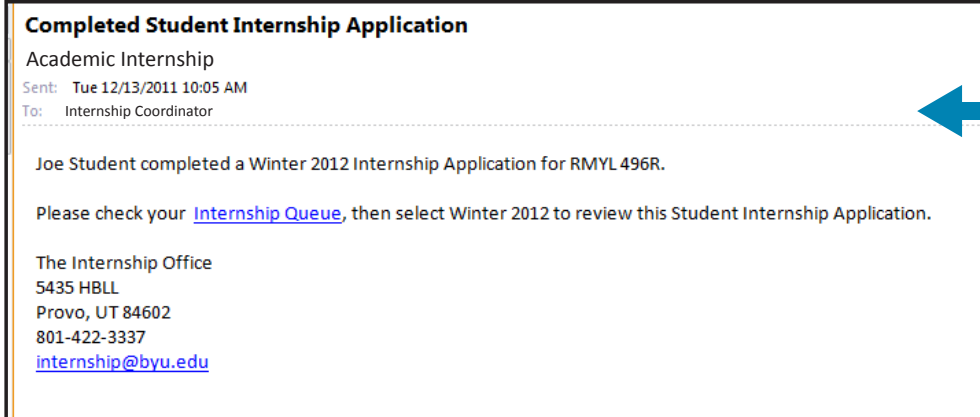
Approved	Document	Uploaded	Notes
<input type="checkbox"/>	<a href="#">HIPAA training</a>	12-DEC-11	UPLOADED
<input type="checkbox"/>	<a href="#">Tetanus Immunization</a>	12-DEC-11	UPLOADED
<input type="checkbox"/>	<a href="#">Polio Immunization</a>	12-DEC-11	UPLOADED
<input type="checkbox"/>	<a href="#">CPR certification</a>	12-DEC-11	UPLOADED

This is the screen students are taken to after clicking on the "View a list of all previously submitted student documents." This screen shows all the documents that have been uploaded, regardless of the semester or term they were uploaded. Students can click on the hyperlink of the document to view and print a copy of the PDF. When students intern with future Experience Providers under limited Internship Master Agreements, IRAMS will detect past obligations that were uploaded to satisfy current documentation requirements.

# Coordinator Steps

Once a student has completed the online application you will receive an e-mail notifying you that an application has been added to your online queue; follow the link in the e-mail to access your queue. You can also access your queue by going to the BYU home page and logging in to MyBYU/Route Y in the Quick URL text box enter “Intern02,” which will take you to the internship management screen. The final way to access your queue is by going to the Internship Office homepage (saas.byu.edu/intern) and clicking on the Internship Queue link under the Department Internship Coordinators tab. If the internship course is assigned an Alternate Coordinator or a Viewer these individuals have the rights to view the your queue (they do not have their own queue) and can do so by logging in to MyBYU/Route Y and typing in “Intern02” to the Quick URL box; these individuals do not receive a notification email. If a Second Approver is assigned to an internship course they will receive an e-mail notification AFTER the coordinator has approved the application, letting them know they have an application in their queue. Second Approvers and Alternate Coordinators follow the same steps as the coordinator to approve or deny applications.





This is the e-mail you will receive when students have successfully submitted their Student Internship Application. The easiest way to access your internship queue is to click on the "Internship Queue" hyperlink in the notification email.

## Approver Options and Combinations

**Primary Coordinator** is the exact same as the current role of the coordinator in IRAMS; they can review and approve or deny student application.

**Second Approver** is an option if you would like two individuals to review AND approve or deny applications. The application will first be sent to the Primary Coordinator for approval, once the application is approved it will be routed to the Second Approver for approval. Once, the Second Approver approves an application it is then sent to the Internship Office for approval. The Second Approver will have a queue just like the primary coordinator's queue, and will receive a notification email when an application has been added to their queue.

**Viewer** is an option if you would like someone to have the rights to VIEW applications; this person cannot revise an application nor approve or deny an application. A viewer does not have their own queue, but has the rights to open and view the coordinator's queue. To do this, the viewer merely logs in to Route Y, types in Intern02 in the Quick URL box and they will be directed to the primary coordinator's queue.

**Alternate Coordinator** is someone who has the same rights as the Primary Coordinator. However, a student's IRAMS application needs only to be approved by either the Primary Coordinator OR the Alternate Coordinator. Once the student's IRAMS application is approved by one of these individuals it is then forwarded to the Internship Office for approval. An alternate coordinator does not have their own queue, but has the rights to open the coordinator's queue and approve and deny applications. The alternate coordinator merely logs in to Route Y, types in Intern02 in the Quick URL box and they will be directed to the primary coordinator's queue.

Once a student has been added to your queue, the Internship Management page will look like this. Use the drop-down menu to navigate to different terms and semesters; the drop-down menu will only be available for the semesters or terms that you have submitted applications to approve.

### Coordinator Internship Queue

Spring 2010

**Submitted Applications**

Student	Experience Provider	Class	IMA Provider	IMA Status
<a href="#">Southwick, Katrina</a>	4th District Court - Judge Derek P. Pullan	ENGL 399R 001		

**Approved Applications**

Black - indicates no other action has been taken on the Internship Application.  
 Red - indicates the application has been denied.

Student	Experience Provider	Class	IMA Provider	IMA Status
<a href="#">Allred, Lisa Jean</a>	Opera Quarterly/Chicago Chorale	ENGL 399R 001		
<a href="#">Beckstrom, Tyler B</a>	Internet Safety Project	ENGL 399R 001		
<a href="#">Duke, Shea</a>	LDS Living Magazine	ENGL 399R 001	<a href="#">LDS Living Magazine</a>	Standard
<a href="#">Durfee, Whitney L</a>	Confidence to Learn	ENGL 399R 001		
<a href="#">Rasmussen, Daniel W</a>	The Salt Lake Bees	ENGL 399R 001		
<a href="#">Sherman, Jacob Dee</a>	Rapid Penetration of Markets, LLC	ENGL 399R 001		
<a href="#">Van Ormon, Shelsea Chiyo</a>	Western North American Naturalist	ENGL 399R 001		

**Denied Applications**

Student	Experience Provider	Class	IMA Provider	IMA Status
<a href="#">Oaks, Kendra Michelle</a>	Don Norton	ENGL 399R 001		
<a href="#">Owen, Marianne Colleen</a>	Don Norton	ENGL 399R 001		

To open a student's application click on the student's name (the blue hyperlink). You can organize the queue by any of the column categories by clicking the button next to that category.

If the application was approved by you but was then denied by either a Second Approver or the Internship Office it will turn red in your queue. If the application is denied by the Second Approver, that individual needs to communicate to the student the revisions necessary for the application to be approved. Once those revisions are made by the student, the student needs to contact the Second Approver. That individual will open the student's application from their queue to once again review and make a decision. Once the application has been approved by the Second Approver it will turn from red to black in the coordinator's queue.

Once you have approved or denied a student's application, the application will be moved to the appropriate category. If you deny the application, communicate to the student the revisions necessary for the application to be approved. Once those revisions are made by the student, the student needs to contact you. You will open the student's application from your "Denied Applications" section to once again review and make a decision.

# Student Internship Application

Last Name/Identifier:  First Name:  [GO](#)

[Student\\_Joe - \[joestud\] - 95-999-6322 - 27 Dec 1934 - Male - Masters Degree Completed - Non-Employee](#)

## Joe Student - Winter 2012 Student Internship Application

Welcome Page

### 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.

Country:	United States of America		
Address Line 1:	37 West 24th St.	*Address Line 2:	
City:	New York	State:	New York
		Zip:	10010
Email:	joestudent@byu.edu	Phone:	801-825-3146

### Internship/Experience Provider Information

Please search the Internship Master Agreement database to determine if the university has a signed Internship Master Agreement with the Experience Provider the student wants to intern with by clicking the Internship Master Agreement link.

Experience Provider:	MSNBC	<a href="#">Internship Master Agreement</a>	
Address Line 1:	34 Rockefeller 33rd Fl.	*Address Line 2:	
City:	New York	State:	New York
Zip:	10010	Country:	United States of America
Contact Name:	Beth Zimmerman	*Web Site:	www.msnbc.com
Contact Email:	beth_zimmerman@msnbc.com	Phone:	825-561-9862
Start/End Date:	16 Jan 2012 - 29 Mar 2012	Total Approximate Hours:	100

First, review the Internship Residential Contact Information section for accuracy and completion. Make sure students have entered the address and phone number they will be at during their internship.

Review the Experience Provider Information section for accuracy and completion. Search the Internship Master Agreement database to determine if an Internship Master Agreement exists between the Experience Provider and BYU.

Students may begin their internship before they are officially enrolled in the course; however, the hours worked prior to their official internship course enrollment will not be counted towards their required work hours per credit enrolled. Students can complete a single IRAMS application for an internship that spans over multiple semesters or terms.

### Agreements Not On File

Student Specific - Contact Internship Office For Details  
 Internship Office Should Initiate Agreement  
 Internship Coordinator Should Initiate Agreement  
 Exempt: Please contact the Internship Office for exemption approval  
 Brigham Young University On-Campus Internship

### Internship Provider Lookup

Organization Name   
  City   
  State   
  Zip Code   
  Country  
 Program   
  Contact Name   
  Limited Agreement   
  Agreement #

[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](#)

### Internship Providers Search Results

Experience Provider	Contract #	Date Signed	Expiration Date	Location	Approval Category
<a href="#">High Country Volleyball Club and Intermountain Volleyball Association</a>	7135	20-JAN-10	20-JAN-20	Salt Lake City, UT	Standard
<a href="#">Intermountain Alta View Maternal Fetal Medicine</a>	4654	04-JUN-10	04-JUN-20	Sandy, UT	Limited

The Internship Master Agreement field is now a required part of the student application. In order to link an Internship Master Agreement with an application, either perform a search for an existing agreement or select one of the radio buttons from the Agreements Not On File section. Student specific is when an Experience Provider has an agreement limited to an individual student. Please send the student to our office for a review of that individual agreement. The exempt radio button should be selected if an Experience Provider won't sign our Internship Master Agreement. In this case, the student needs to request an exemption by sending an email to Adrienne Chamberlain with the following information: student name, internship course, number of credits, beginning and end dates of the internship, organization description, internship description, and whether the internship is paid or unpaid.

You can search for an existing Internship Master Agreement in the Internship Provider Lookup section by clicking on the radio button of the search you would like to conduct and entering a keyword in the empty text field that corresponds with the radio button you just selected. Hit enter to start the search.

### Internship Providers Search Results

Experience Provider Name	Contract #	Date Signed	Expiration Date	Location	Approval Category
<a href="#">High Country Volleyball Club and Intermountain Volleyball Association</a>	7135	20-JAN-10	20-JAN-20	Salt Lake City, UT	Standard
<a href="#">Intermountain Alta View Maternal Fetal Medicine</a>	4654	04-JUN-10	04-JUN-20	Sandy, UT	Limited

A standard agreement is valid for all students in all academic units. A limited Internship Master Agreement is a customized internship agreement with unique obligations of students and departments.

To view the complete information for an Experience Provider and select an Internship Master Agreement to be linked to a student's internship application, click on the blue hyperlink on the search results screen.

## Student Internship Application (Cont.)

**LeBaron Law Offices LLC**

**Standard Agreement Information**

Agreement Number: **8000**  
 Start Date: April 2, 2011  
 Expire Date: April 1, 2021

**Location**

Address: 802 E. Bamberger Dr.  
 City: American Fork  
 State: UT  
 Zip: 84003  
 Country:

**Contact**

Name: Marie Bramwell  
 Phone: 801-756-6288  
 Fax:  
 EMail: marie@lebaronlaw.com  
 Website:

**Select** **Cancel**

To view a PDF of the Internship Master Agreement, click on the blue hyperlink of the agreement number.

For an existing Internship Master Agreement to be valid the name of the organization and the address of the organization must be the same as the name and address on the student's application unless the agreement in our database is for the organization headquarters.

To link this agreement to the student's application, click the "select" button. To return to the search results screen, click "cancel."

**Internship/Experience Provider Information**

Please search the Internship Master Agreement database to determine if the university has a signed Internship Master Agreement with the Experience Provider the student wants to intern with by clicking the Internship Master Agreement link.

Experience Provider:	LeBaron Law Offices	Internship Master Agreement:	LeBaron Law Offices LLC
Address Line 1:	802 E. Bamberger Dr.	*Address Line 2:	
City:	American Fork	State:	Utah
Zip:	84003	Country:	United States of America

This is how the field will look when an Internship Master Agreement has been selected.

**Class Credit**

Select the appropriate internship class (enrollment will occur after approval by your Department Internship Coordinator).

Experience Provider: MSNBC Internship Coordinator: Joe Student

Internship Class: IHUM 399R 001-Academic Internship **Credit Hours: 2**

Optional: Please describe your potential internship opportunity or any other information you would like to convey to your Internship Coordinator.

**Save and Continue Later**

Review the Class Credit section for accuracy and completion. Enter the number of credits for which the student is approved to enroll. Make sure that the Experience Provider information listed in this section matches that listed in the Internship/Experience Provider Information section, then check to make sure that the student has selected the appropriate internship course, and that the correct coordinator is listed. Students can describe their internship in the optional text box in this section. This information may help you decide whether to approve or deny an internship experience. Students are currently not required to fill in this field and it has a character limit of 1000.

tion section, then check to make sure that the student has selected the appropriate internship course, and that the correct coordinator is listed. Students can describe their internship in the optional text box in this section. This information may help you decide whether to approve or deny an internship experience. Students are currently not required to fill in this field and it has a character limit of 1000.

## Student Internship Application (Cont.)

**Department Coordinator Endorsement**

View [student academic record](#)

Upon approving this experience and orienting the student, please complete the following. For [international students](#), additional steps are required as outlined in the Internship Coordinator Handbook.

I certify that:

- If there is not an Internship Master Agreement I have initiated the Internship Master Agreement process.
- The internship experience fits within the course curriculum and meets the university criteria for receiving academic credit.
- 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.

I have verified with the student the accuracy of: Internship Residential Contact Information, Experience Provider Information and Class Credit.

Confidential Comments:

An automated e-mail will be sent to the student 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 **Benjamin Marshall**.

Select ▾

Review the Department Coordinator Endorsement section and check the check box. The Confidential Comments section allows you to make comments about the application; these comments will only be viewed by you and the Internship Office. The second text field allows you to type comments to be included in the system-generated e-mail sent to the students. Once you have checked the appropriate boxes and have made comments you should use the "Select" drop-down arrow to

make your decision to approve, deny or save the Student Internship Application. If you deny a student's internship application the system will send the student the standard denial e-mail; if you haven't already informed students why their application is being denied, explain why the application has been denied in the text field included in the system-generated e-mail to the student. Once you have denied the application, the application never reaches the Internship Office. If a student is adding the course after the add/drop deadline and before the discontinuance deadline, once you have selected "Approve" from the "Select" drop-down menu, a pop-up window will appear reminding you that the student must go to the Petitions Office to petition to add the course late. This reminder will also be imbedded in the system-generated e-mail sent to the student.

**Internship Office Verification**

View [student academic record](#)

Confidential Comments:

An automated e-mail will be sent to the student when a decision is made by the Internship Office.  
In the text box below you can enter additional text that will be inserted into the automated e-mail sent to **Samantha Slaugh**.

Select ▾

Welcome Page

After you have approved a student's internship application, the Internship Office will receive an e-mail notifying us to review the student's Internship Application. Once we have made a decision the student will receive a system-generated e-mail notifying him/her that the Internship Application has been approved or denied.

## Student Internship Application With a Limited Internship Master Agreement

A limited Internship Master Agreement is a customized internship agreement with unique obligations of students and departments. When a student interns with an Experience 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 appraised of these unique obligations when they meet with you to review the student's IRAMS application and/or through an email sent to the student once you have approved their application. You will find out if an Internship Master Agreement is limited after you conduct a search, find an agreement on file and click on the Experience Provider name hyperlink. The following pop-up will appear with the complete organization information, including whether or not the agreement is Standard or Limited.

**National Institutes of Health**

[Limited Agreement Information](#)

Agreement Number: 186  
Start Date: June 6, 2010  
Expire Date: June 5, 2020

Programs limited to: Therapeutic Rec.

This Agreement has [Department Obligations](#) and [Student Obligations](#).

This agreement is with corporate headquarters and therefore covers all locations with this organization.

**Location**

Address: 9000 Rockville Pike  
City: Bethesda  
State: MD  
Zip: 20892  
Country:

**Contact**

Name: Marcia Smith  
Phone:  
Fax:  
EMail:  
Website:

Select Cancel

Limited Internship Master Agreements only cover certain programs on campus. Check here to see if your program is covered by the agreement.

Clicking on the Student Obligations link will open a separate text window outlining the sections of the agreement that pertain to the student (see image below). In addition to the text from the agreement, a checklist of the student's obligations is available on this screen. This checklist includes all documentation that the student needs to provide to the Internship Office prior to beginning his/her internship. Students are appraised of these obligations in an email after their application is approved by their coordinator. It is the responsibility of the coordinator to be familiar with these student obligations.

Clicking on the Department Obligations link will open a separate text window outlining the sections of the agreement that pertain to the department (see image below).

**Student Obligations**

**HIPAA training**  
Approved  Notes:

**TB Screening**  
Approved  Notes:

**Tetanus Immunization**  
Approved  Notes:

**Student Obligations**  
Listed below are sections of the agreement that pertain to the student:

Student is responsible for the following:

- Following the administrative policies, standards, and practices of the facility
- For his or her own transportation and living arrangements
- For reporting the facility on time and following all established regulations during the regularly scheduled operating hours of the facility
- For conforming to the standards and practice established by the College while training in the facility
- For obtaining prior written approval of the facility and the College before publishing any material relating to the clinical education experience
- For providing their own liability and health insurance and immunizations;
- For providing evidence to College faculty of the results of a recent (within the past 6 months) TB test/health exam.
- For obtaining current Basic Life Support (CPR) certification

Close

This is an example of the pop-up screen that displays when you click on the Student Obligations link.

# Student Internship Application With a Limited Internship Master Agreement

**Department Obligations**

**Department Obligations**  
Listed below are sections of the agreement that pertain to the department:

- The college will send students enrolled in RMYL referenced curricula of the Baccalaureate and Post-Degree Therapeutic Recreation Program
- The college will inform students of facility's special requirements and entrance process, i.e. application process, need for personal health insurance coverage, professional liability insurance, and evidence of recent (within past 6 months) TB test/ health exam, and current Basic Life Support (CPR) certification; university will instruct students to provide the facility with a copy of the results of their TB test and physical health exam prior to beginning their fieldwork. The college shall retain responsibility for a student's education and appropriate disciplinary measures and for arranging for the student an appropriate clinical learning experience.

Close

This is an example of the pop-up screen that displays when you click on the Department Obligations link.

**Department Coordinator Endorsement**

View [student academic record](#)

Upon approving this experience and orienting the student, please complete the following. For [international students](#), additional steps are required as outlined in the Internship Coordinator Handbook.

I certify that:

- If there is not an Internship Master Agreement I have initiated the Internship Master Agreement process.
- The internship experience fits within the course curriculum and meets the university criteria for receiving academic credit.
- 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.

I have verified with the student the accuracy of: Internship Residential Contact Information, Experience Provider Information and Class Credit.

I have read the [department obligations](#) and verify that all requirements are met.

I have read the [student obligations](#) and I have apprised the student. I verify that all requirements will be met before the student begins the internship.

Confidential Comments:

An automated e-mail will be sent to the student 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 Emily Lowe.

Select

When an agreement is limited, you will have two additional endorsement checkboxes providing the department and student obligations. To read what these obligations are, click on the hyperlinks. Pop-ups will appear that are identical to the department and student obligation screen shots that begin on the previous page. All three checkboxes need to be checked before you may approve an application.

From: Internship Office  
To: Joe Student  
Cc:  
Subject: Coordinator Approved Internship Application  
Sent: Thu 12/15/2011

Dear Joe:

Your Internship Coordinator has approved your Student Internship Application to intern with Intermountain Healthcare to add HLTH 496R 001 for Winter 2012. Your Student Internship Application has been sent to the Internship Office for review.

Intermountain Healthcare has the following obligations:

**HIPAA training**  
Approved  Notes: \_\_\_\_\_

**TB Screening**  
Approved  Notes: \_\_\_\_\_

**Tetanus Immunization**  
Approved  Notes: \_\_\_\_\_

The student is responsible for the following obligations:

- Is immune to measles and rubella, as demonstrated either by:
  - Showing proof that they have had two (2) Measles-Mumps-Rubella (MMR) immunizations; or
  - Submit documentation of positive antibody titer to IHCHS to demonstrate immunity.
- Has been screened for tuberculosis. Initial testing should be a two step tuberculin skin test (intradermal PPD) or a one time BAMT (blood test). Institution assures that any Student is PPD+ has had

The items listed in the checklist above must be completed before the Internship Office will approve your IRAMS application. You can view this checklist and track your progress from your IRAMS Welcome Page (sign-in to Route V, and type "INTERN01" in the Quick URL box on the BYU homepage). For resources to aid your completion of these requirements, visit our [website](#).

You can submit your documentation of this checklist on the Welcome Page or you can submit it directly to the Internship Office ([internship@byu.edu](mailto:internship@byu.edu), 5435 HBLL, Fax: 422-0172). Once the Internship Office has received all required documentation, they will approve your Student Internship Application and you will receive an email letting you know the application has been approved. If you have questions please call the Internship Office.

The Internship Office  
5435 HBLL  
Provo, UT 84602  
802-422-3337  
[internship@byu.edu](mailto:internship@byu.edu)

Students will receive an email similar to this one after their Internship Coordinator approves their application to intern with a Limited Approval Experience Provider. This email details the student obligations that need to be completed before the student begins his/her internship.

## Searching for a Student Application

In order to search for a student's application, begin by logging in to MyBYU/Route Y. Type "Intern01" in the quick URL text field. This will take you to a search engine that will allow you to search for an individual student by their first and last name and will display their application. You can also search by typing the student's Net ID or their BYU ID number in the last name field.

The screenshot shows the MyBYU search interface. At the top, the text "BYU | BRIGHAM YOUNG UNIVERSITY" is visible. Below it, the URL "BYU.EDU" is shown. A search bar contains the text "Last Name/Identifier: 12-345-6789" and "First Name: [ ]" with a "GO" button. Below the search bar, the search results for "Student Joe - [joestud] - 95-999-0322 - 27 Dec 1934 - Male - Masters Degree Completed - Non-Employee" are displayed. The main heading is "Joe Student - Winter 2012 Student Internship Application". Below this, there are buttons for "Welcome Page" and "Save". A section titled "Internship Residential Contact Information" is visible, with a note: "Please provide the address and contact information where you will be living while completing your internship. This will not change your university information". Below this note are input fields for "Country: United States of America", "Address Line 1:", and "Address Line 2:". A red oval highlights the search bar area.

## Printing a Student Application

The screenshot shows the MyBYU search interface with a print dialog box open. The print dialog box is titled "Print" and has a "General" tab selected. It shows the printer name "SHARP AR-M277 PCL6, T1" and the status "Ready". The "Page Range" is set to "All" and the "Number of copies" is set to "1". The "Print" button is highlighted. A blue arrow points from the print dialog box to the "Print" button in the browser's toolbar.

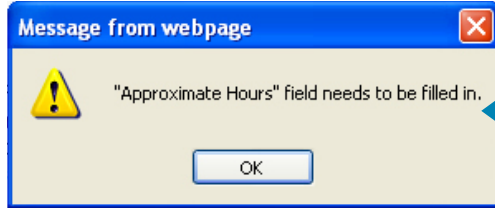
To print a student's application simply click on "File, Print" in the tool bar at the top of the browser or use the keyboard shortcut ctrl+p and a print dialogue box will appear allowing you to select a printer. If you are using a Mac use the keyboard shortcut command+p.

## Pop-up Boxes as You Approve an Application

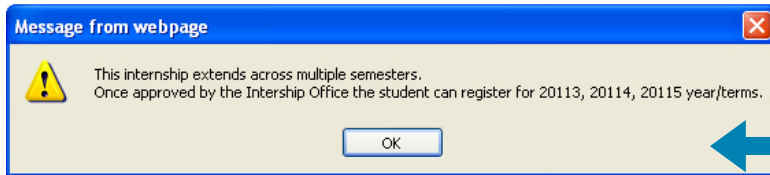
The screenshot shows a pop-up message box titled "Message from webpage". It contains a yellow warning icon and the text: "Students whose experience involves international travel (outside of the 50 United States) do not need to complete this IRAMS student application, but instead must complete requirements for International Study Programs at the David M. Kennedy Center for International Studies". There is an "OK" button at the bottom right of the message box.

If you check the box indicating that the internship involves international travel, a pop-up box will appear reminding you that students who are completing an international internship or an internship that involves international travel do not need to complete the IRAMS Student Application. If you do receive an application for an international internship, please deny the application and in the e-mail text box explain that 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: <http://kennedy.byu.edu/isp/isp.php?id=357>.

## Pop-up Boxes as You Approve an Application Cont.



If the application is missing fields when you try to approve it, a pop-up box will appear indicating which fields are missing information and a cursor will appear in the top missing field.



Students can now complete a single IRAMS application for an internship that spans over multiple semesters or terms, rather than completing an application for each separate semester or term. When students fill in the start and end date of their internship they should indicate the true start and end dates of their internship experience; when

a coordinator approves this type of application this pop-up box will appear. Once you approve the application the flag will be removed for the student for the semesters or terms that correlate with the start and end dates of the internship.

# IRAMS Frequently Asked Questions

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## General IRAMS Information

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### **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 will be lifted, enabling the student to enroll for the course through AIM.

## Student Questions

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### **How does a student edit their application once they have submitted it or navigated away from it?**

A student can always return to their application to make changes (whether their application is still in progress or has already been submitted). 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” button beneath each section they edited. 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.

### **What if a student doesn't know where he/she will be living during the internship at the time of filling out the IRAMS application?**

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 save the form.

### **If a student completes the IRAMS application, gets it approved by the coordinator and the Internship Office but then changes plans and decides to do an internship with a different Experience Provider what does the student need to do?**

First, they need to contact their department internship coordinator to confirm approval of the new experience. The student will then need to reopen his/her IRAMS application and update the Experience Provider section, as well as any other field that may need to be changed. Save each section of the application and email the internship coordinator to let him or her know the IRAMS application has been revised. .

### **If a student has already completed an application for a semester or term and they want to complete an additional application for a separate semester or term, what should they do?**

When the student uses the Quick URL to search for Intern01 usually their most recent application comes up. At the bottom of the application is a button called “welcome page” that will take the student back to the welcome page. At the bottom of the welcome page the student can then select a new semester or term to create an application. This new application will be added as a tab on their Welcome Page.

### **How can a student delete an application?**

Currently applications cannot be deleted from the system. Students can update their application and save changes. If the application has already been submitted and the student no longer wishes to complete the application they can contact their Department Internship Coordinator who can then deny the application.

### **What does a student do if there is no submit button at the end of the application?**

Contact OIT at 422-4000 to report the problem and receive further assistance.

**Once a student completes the IRAMS application is the registration flag only removed for that semester or term?**

If the start and end dates of the internship extend to multiple semesters then once the application is approved the flag will be removed for all corresponding semesters or terms.

**What should a student do if they aren't able to edit the class credit section?**

Likely they haven't saved the above sections. Double-check that the residential information and Experience Provider information has been saved by pressing the "save" button under each section.

**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 class credit section has not been filled out. Reopen the application, select the correct internship course, and save the section. 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 an internship class on AIM?**

No, class size is set on the department level.

**What should a student do if the application won't allow them to select a class even if the Experience Provider information has been completed, saved, and shows up in the class credit section?**

Contact OIT at 422-4000 to report the problem and receive further assistance.

**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.

**Do students completing an international internship need to complete the 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 if a student receives an email saying that they are an international student when they are not an international student?**

The emails sent out by IRAMS are automatic emails--if you have received a wrong email it is because of a glitch in the system. If you are not an international student you do not need to meet with the international services office; you can disregard the email and register for the internship course as usual through AIM BYU online registration.

**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 removes the flag from the course allowing the "A" to show up in registration. First 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 (801-422-2824) for further guidance.

## **Coordinator Questions**

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**What should a coordinator do if they try to approve an application and a message pops up that says the dates on the application are incomplete?**

The coordinator should double check that the begin and end dates of the internship are within the semester or term of the application. Second, the coordinator should check to see if the student has listed multiple

Experience Providers for their internship; if multiple Experience Providers are listed the dates listed for each internship must be within the semester or term. You will know that a student has entered multiple Experience Providers if there is a drop-down menu in the “Experience Provider” text box in the Internship/Experience Provider Information” section. If there is a duplicate entry for the same Experience Provider, delete one of the Experience Provider entries and click the “Save” button. Coordinators should be able to approve the application without any trouble. If the dates from all given Experience Providers are within the semester or term and the application is still not allowing approval, please contact OIT at 422-4000 for further assistance.

**What should a coordinator do if they have approved an application but it is still showing up under “Submitted Applications” in their queue?**

Occasionally students will accidentally enter their Experience Provider information in twice (as if they were interning with two companies when they are only interning with one). Check to see if this is the case. If the Experience Provider appears twice delete one of the entries (by clicking the “delete” button under the Experience Provider section) and then save your changes by clicking the “save” button under the Experience Provider section.

**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. If they have “S” registration method, the students will not be able to register online once they have completed the IRAMS process.

**What should a coordinator do if they know a student has submitted an application but the application isn’t showing up in their queue?**

It’s likely that the class credit section of the student’s application didn’t save. You can check this by searching for the student’s application by going to Intern01 (the student application screen) and typing in the student’s netID or student ID number in the Last Name/Identifier field or by typing in their first and last name at the top of the screen. You can also direct the student to reopen his/her application. If a class isn’t listed in the Class Credit section, select the correct course and click the save button.

## BYU Internship Office Policy for T Grades and I Grades

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.)

## **Petitioning**

### **The Petition Process**

If a student has a legitimate need to add or drop an internship after the add/drop deadline and before the discontinuance deadline, he or she must submit the completed Student Petition form (pg. 5-16) 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.

For answers regarding specific situations, please contact the University Internship Office, x2-3337, or the Petitions Office, x2-6570.

### **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.

**PETITION FORM  
 INTERNSHIP OFFICE, BRIGHAM YOUNG UNIVERSITY**

**Instructions:** If you are adding an internship course between the add/drop deadline and the discontinuance deadline of the current semester or term and your department internship coordinator has approved your internship, please fill out this form entirely with your department internship coordinator's signature and your signature. Take the completed form to the Records/Registration Office at B-150 ASB within 5 business days of your department internship coordinator's approval date—but must be prior to the discontinuance deadline of the current semester or term.

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

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department Internship Coordinator Signature

\_\_\_\_\_  
 Date



# Section : International Students

CPT Definitions & Requirements | 7-1

Frequently Asked Questions | 7-1

CPT Student Handout | 7-3

International Services Office PowerPoint Presentation | 7-5



## **International Students**

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 (sp/su) and up to 20 hours per week during fall and winter semesters.

### **Additional Paperwork Required from International Students**

In addition to the normal paperwork and steps required in the regular department internship process, International Students must do the following:

- Check with International Services to see if they qualify for CPT
- Obtain a letter from the prospective employer that includes the firm's name and contact information, the nature of the training, number of hours of work each week, the beginning and ending dates, and the employer's signature
- Obtain a letter from the department internship coordinator that includes the firm's name and whether or not the proposed training is related to the student's field of study.
- Enroll in an internship, practicum, field study, or work study course for academic credit
- Submit all paperwork to the International Services Office prior to beginning the start date of the internship

Upon receipt of all documents, the International Services Office will review the entire application, review the student's academic record and file to ensure legal status, authorize the CPT, and print a new I-20 for the student.

The International Services Office advises students on the CPT process through the Curricular Practical Training handout on page 7-3. This handout also has a back page that is regularly updated with department internship coordinators' contact information. For questions about CPT, international students, or federal regulations, please contact the International Services Office at 422-2695, located in 1351 WSC.

## **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?**

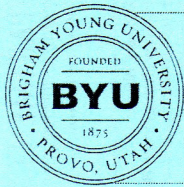
There are several legal events that can lead to residency for international students. These include marrying a U.S. citizen or being sponsored by a U.S. employer as a uniquely qualified employee. International students who come to BYU on an F-1 visa (i.e. student visa) have signed a commitment to the 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

INTERNATIONAL SERVICES 1351 WSC 801-422-2695 FAX: 801-422-0644

## ELIGIBILITY:

As an F-1 student, you may apply for curricular practical training (CPT) when:

- The training is related to your program of study
- The training is temporary in nature
- The training is an integral part of your program of studies
- You have been lawfully enrolled on a full-time basis for at least one academic year (eight months)
- You are currently in status

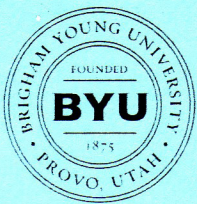
## REQUIREMENTS:

- **You must receive written authorization before you may begin your CPT.**
- You may only work up to 20 hours per week during fall and winter semesters. However, you may work more than 20 hours per week during your annual vacation period, whether or not you are taking classes.
- You must be enrolled in an internship class for academic credit throughout the duration of the training unless the internship is required for graduation.

## AUTHORIZATION PROCEDURE:

1. Obtain a signed letter from your prospective employer on company letterhead that provides:
  - **Name of firm**
  - **Nature of training**, specifying that it is an internship, cooperative education, or practical training
  - **Type of position** as part-time (less than 20 hrs/wk) or full-time (more than 20 hrs/wk)—full-time employment is only allowed during vacation periods
  - **Beginning date of training that must be a future date** on or after the first day of the semester or term. The beginning date must also be after the day International Services receives the letter because **authorization may not be given retroactively**
  - **Ending date of training** that is before the first day of classes for the next semester/term unless you have been granted approval for multiple consecutive semesters  
These dates become the official beginning and ending dates that will be listed on your Form I-20.
2. Review your employer letter with your department's internship coordinator (list is on the reverse side) and obtain a signed letter on department letterhead that provides:
  - **Certification** the proposed internship is related to your major program of study
  - **Name of firm** where you will be doing your internship
3. Enroll in the appropriate work study, practicum, field program, internship or cooperative education class; check with your academic advisor regarding the course you should register for. If the internship coordinator indicates in their letter that this internship is required for graduation, a non-credit internship is permitted.
4. Submit the following to International Services at least **five** days prior to the beginning date of the training:
  - Request for Approval of Curricular Practical Training—available at International Services
  - Current Form I-20
  - Letter from prospective employer
  - Letter from internship coordinator
  - Proof of enrollment in the related class
5. International Services will review your request; if it is approved, you must return to pick up your new authorizing Form I-20 before you may begin your training.

**NOTE:** If you receive one year or more of **full-time** curricular practical training, you become ineligible for any post-completion optional practical training.



# Request for Approval of Curricular Practical Training

200\_\_ 1 3 4 5

IntCPT

INTERNATIONAL SERVICES 1351 WSC 801-422-2695 FAX: 801-422-0644 Page 1

Name: \_\_\_\_\_  
First
Middle
Last

BYU ID #: \_\_\_\_\_ Phone: \_\_\_\_\_ I Plan to Graduate: \_\_\_\_\_  
(mo-yr)

I am requesting CPT from: \_\_\_\_\_ \* to \_\_\_\_\_  
\* Start date must be on or after the first day of the semester and end prior to the start of the next semester. It must also be five days after the date you submit this request and attendant documents.

*Student Acknowledgement*

I will do the following:

- Work no more than 20 hours per week while school is in session.
- Retain a valid passport at all times.
- Maintain a valid Form I-20 and renew it prior to its expiration date.
- Renew my CPT authorization every semester if I plan to continue to work for my employer.
- Complete a full course of study every semester except for my authorized vacations.
- Terminate immediately my employment upon violation of any requirement listed above.

With my signature below, I acknowledge having read and agree to abide by the requirements above regarding the maintenance of my legal status and the continuation of my eligibility for off-campus CPT employment. I understand that I must return to International Services to sign and pick up my new form I-20.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>FOR OFFICE USE:</b></p> <p>Received by: _____</p> <p><input type="checkbox"/> Current original student I-20</p> <p><input type="checkbox"/> Prospective employer letter (on letterhead):</p> <p style="margin-left: 20px;"><input type="checkbox"/> firm's name and contact information      <input type="checkbox"/> nature of the training</p> <p style="margin-left: 20px;"><input type="checkbox"/> position designated as part-time (20 hrs/wk) or full-time (20+ hrs/wk)</p> <p style="margin-left: 20px;"><input type="checkbox"/> beginning and ending employment dates (must be within the current semester or term)</p> <p style="margin-left: 20px;"><input type="checkbox"/> proper signature</p> <p><input type="checkbox"/> Internship coordinator letter (on letterhead):</p> <p style="margin-left: 20px;"><input type="checkbox"/> firm's name      <input type="checkbox"/> internship is related to major field of study</p> <p><input type="checkbox"/> Enrollment in internship, work study, practicum, field program or coop. ed.:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Printed REG 01 screen    OR    <input type="checkbox"/> stamped Add/Drop Card</p> <p>Processed by: _____ Date: _____</p> <p><input type="checkbox"/> Major: _____</p> <p><input type="checkbox"/> I-20 Expiration: _____</p> <p><input type="checkbox"/> Passport Expiration: _____</p> <p><input type="checkbox"/> Enrollment history: If under hours, check for a reduced credit load approval—enter "ok" if approved or circle if not approved.</p>	<p><b>RECEIVED</b></p> <hr/> <p><b>ENTERED</b></p> <hr/> <p><b>NOTES</b></p>																																																		
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# **C**urricular **P**ractical **T**raining

Curricular Practical Training

is...

# Curricular Practical Training

Work Study

Co-operative  
Education

Practical  
Experience

Academic  
Internships



Practicum

Off-campus  
Employment

Mentored  
Learning

Field  
Programs

Externships

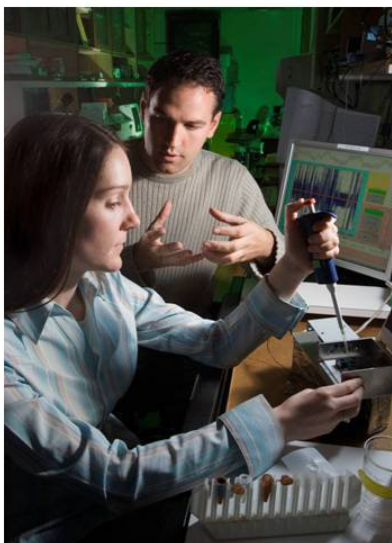
## Agenda

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

# Code of Federal Regulations

- Student has been:
  - lawfully enrolled full time for at least one academic year (eight months)
  - 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

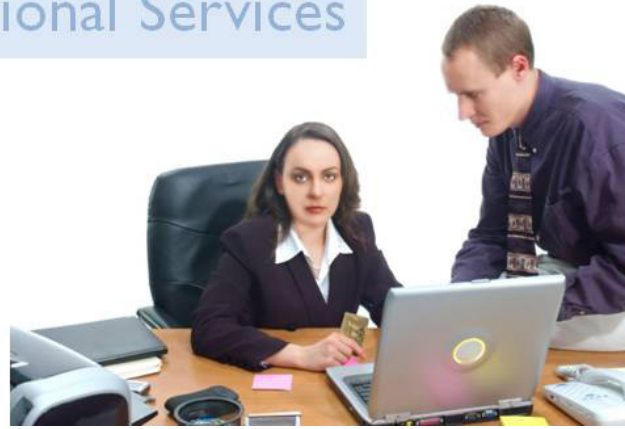
## Training Requirements



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

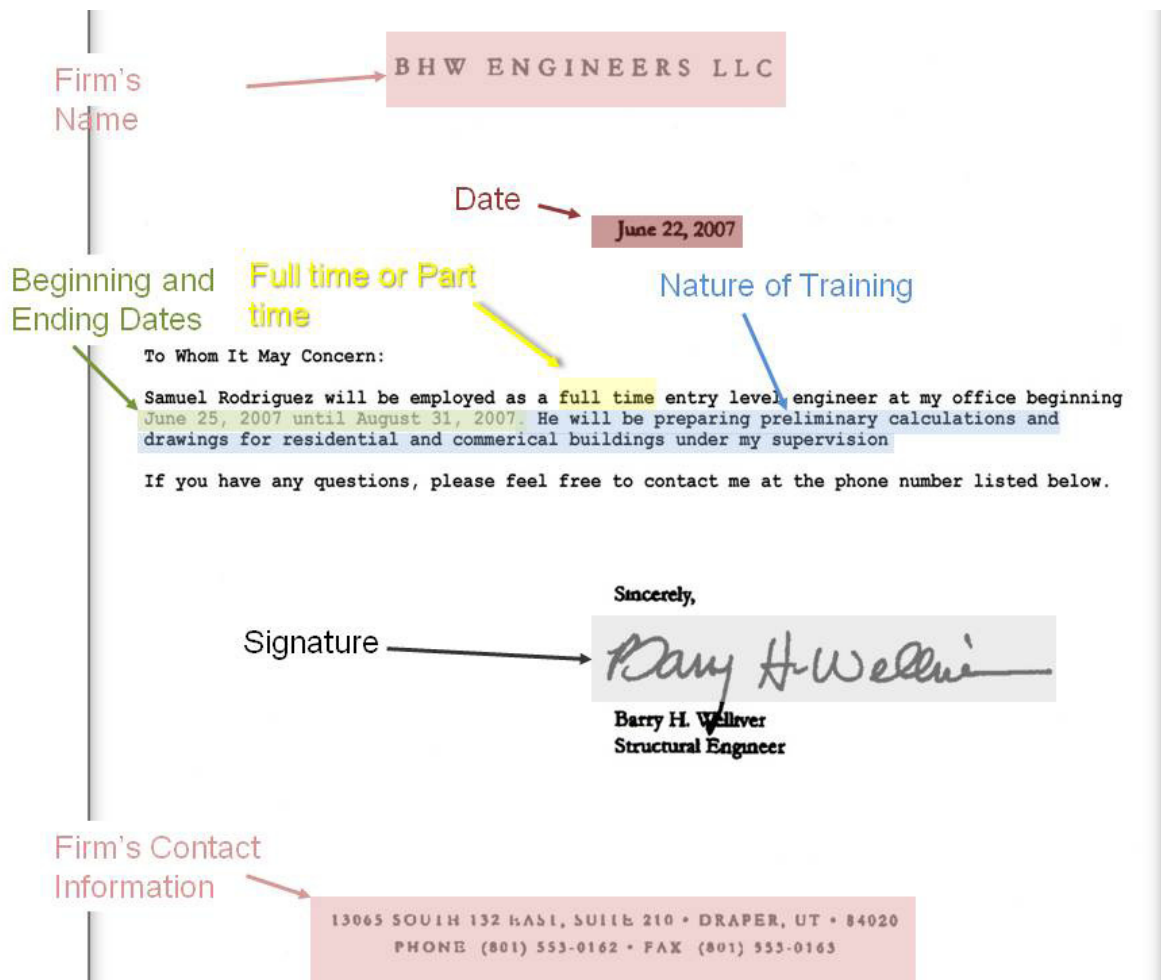
# Approval Procedures

- ➔ prospective employer letter
- ➔ internship coordinator letter
- ➔ internship class registration
- ➔ application to International 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



## Internship Coordinator Letter

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

Department  
Letterhead

MANUFACTURING LEADERSHIP FORUM  
BRIGHAM YOUNG UNIVERSITY  
270 CRABTREE TECHNOLOGY BLDG (CTB)  
PROVO UTAH 84602  
(801) 422-1776 / FAX (801) 422-0490



June 22, 2007

International Services  
1351 WSC

To whom This May Concern:

Samuel Rodriguez has been offered an internship with BHW Engineers LLC, located in Draper, UT. He will be working from June 25, 2007 through August 31, 2007. Samuel will be working as a full time employee.

This internship will be an excellent experience for him as it related directly to his major of Civil Engineering.

If you have any questions, please feel free to cal me at 2-1778.

Sincerely,

A handwritten signature in cursive script that reads "Bonnie Sorensen".

Bonnie Sorensen  
Internship Coordinator

Verification  
that training  
related to  
major

Signature

# 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

# Class Schedule

BYU | BRIGHAM YOUNG UNIVERSITY Search REG01  | Sign out

**Registration** RELATED PAGES | FEEDBACK | HELP

BYU.EDU > Route Y > AIM > Registration

Last Name/Identifier:  First Name:  [GO](#)

[Rodriguez, Samuel](#) Senior - non-employee

Summer 2007 (25 Jun 2007 - 13 Aug 2007)  
 Summer 2007

Reg Status	9 - Continuing Student	Term Acad Standing	PREV	Earned Hrs	Graded Hrs	Total Pts	GPA
Reg Eligibility	DC - Day Continuing	Curr Acad Standing	PROB	Total thru Summer 2007	140.00	138.50	435.15
Reg Priority Date	none	Graduate Full-Time Status	BYU thru Summer 2007	81.00	79.50	218.05	2.74
Class Standing	Senior	Distance Education Status	BYU	84.50	90.00	222.90	2.48
Discontinuance Date		Independent Study	Transfer	59.00	59.00	217.10	3.68
<a href="#">View Flags/Holds</a>	Year/Terms First - Last	Winter 2004 - Winter 2008	BYU Summer 2007	0.50	0.00	0.00	0.00
Programs	Major: Civil Engineering (BS)						

[Final Exam Schedule](#) [Weekly Layout](#) [Important Registration Dates](#) [Biographical Information](#) [Reg Notice](#)

Total Credit Hours: 0.5 Number of Classes: 1

D	Course	Sec	Sec Type	Blk	Reg#	TC	L	Hrs	Add Date	Added By	Grd	Date Posted	Posted By	Rpt	Class Period	Days	Room	Bldg	E	H	S	Sec	Course Title	Instructor
	CE EN 199R	001			08777	003		0.5	22 Jun 2007	Woodland, Laurin Leanne	P	21 Aug 2007	Sorenson, Janice S		TBA	TBA	TBA					001	Academic Internship	Benzley, Steven

Academic Internship

## International 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

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.

FAMILYNAME: Rodriguez FIRST NAME: Samuel

SEVIS

Student's Copy

N000081234



Full time

Student Employment Authorization:

Employment Status: **FULL TIME** Type: **CPT**  
Duration of Employment - From (Date): **06/25/2007** To (Date): **09/03/2007**

Employer Name: **BMW Engineers LLC**  
Employer Location: **13065 South 132 East Suite 210  
Draper, UT 84020**

Firm's Contact Information

recommended by internship coordinator

Beginning and Ending Dates

Event History  
Event Name:  
Registration

Event Date:  
01/28/2004

Current Authorizations:  
CPT Employment

Start Date: End Date:  
06/25/2007 09/03/2007

# 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)

# Procedures Review

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





# Section : Increasing Internship Involvement

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## Section Overview

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: students, pg. 8-21; faculty and staff, pg. 8-3; administration, pg. 8-3; and experience providers, pg. 8-4. 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 ad hoc research 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 Experience Providers

Developing and maintaining solid relationships with current experience 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](http://www.intern.byu.edu/OtherFiles/pdf_forms/StartingMaintainingInternshipprogrambook.pdf), which gives more specific information about establishing an internship program.

### Recruiting Providers

Most experience 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 experience 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 Experience Provider" packet tailored to demonstrate your department's uniqueness and individual strengths.

- Carry “Potential Experience 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 on page 3-8. 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 experience 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.





# Section : Troubleshooting & FAQs

Forms & Legal Issues | 9-1

Student Health Insurance | 9-5

Sample Backgrounds & Drug Screen Packet | 9-8



## **Forms & Legal Issues**

### **How do I know if an experience provider has signed an Internship Master Agreement or an International Internship Master Agreement?**

The first option in this situation is to access our web site at <http://saas.byu.edu/intern>. Under the heading “Other Info,” (on the left side of the screen) is a link to the “Current Experience Provider” database that lists both domestic and international agreements. Perform a search for the provider in question to see if the provider is listed. The second 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 experience 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 experience 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.

### **Why are some forms I submit returned to me?**

Once a form is processed and assigned a university contract number by the Internship Office, a copy of the Experience Information Sheet and Internship Master Agreement will be returned to your office. If any form or agreement is returned to your office without being processed, a note will be attached explaining the reason. Make the correction and return the forms to the Internship Office.

### **Where do I get more forms?**

Forms are available as .pdf's or Word documents on our home page ([saas.byu.edu/intern](http://saas.byu.edu/intern)) on the left hand side under “Internship Forms.” You may print or copy as many as you wish. The forms in this handbook may also be copied.

### **What if an experience 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 experience 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 page 9-6.

### **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 experience 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. 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 experience provider?**

Risk Management has a letter that functions as BYU’s proof of insurance. If you need to provide documentation to a provider, please copy page 9-7 to pass on to them. For an original copy, please contact Glenn Johns at 422-4468 or e-mail [risk\\_mgt@byu.edu](mailto:risk_mgt@byu.edu). If you have an experience provider that has requested a certificate of insurance, please contact the Internship Office at x2-337 or email [internship@byu.edu](mailto:internship@byu.edu).

### **What is the experience provider liable for in accidents and other incidents?**

The experience 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 experience 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 departments place the responsibility of obtaining and paying for the appropriate checks and screenings in these situations on the student. For a sample packet, please see the College of Nursing's "Criminal Background Checks & Drug Screen" Packet beginning on page 9-8.

### **If an experience 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 experience 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](mailto: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 Deseret 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.

OFFICE OF ACADEMIC INTERNSHIPS



DATE: September 14, 2004

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

FROM: Laurie Wilson  
Director  
Office of Academic Internships

CC: Michael R. Orme  
Legal Counsel

Glenn Johns  
Managing Director of Risk Management/Safety

RE: URGENT notification of potential personal risk and liability regarding Master Internship Agreements

As we approach the fall semester, the Office of Academic Internships wants to reiterate the importance of the draft university policy governing internships which you have all received. The president's council was expected to review the university policy on September 1, 2004.

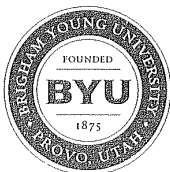
We understand that some of the faculty may be reluctant to press a provider to sign a Master Internship Agreement. However, we want to make sure all faculty and departments understand their potential liability, as well as the potential liability for the institution and the participating student in approving internships without requiring a Master Internship Agreement.

One of the primary reasons for obtaining a signed Master Internship Agreement with an experience provider is to allocate at the beginning of the internship experience the various responsibilities and risks of all designated parties. As in the past, if a master internship agreement is not signed the student should not participate in the internship. Without a signed Master Internship Agreement, the university insurance may not be available to protect the department, faculty and/or student.

University policy governing internships states that credit for internship experience is not given retroactively. All internship experience for which a student is enrolled must be preceded by the establishment of academic requirements, completion of master internship agreements, and pre-internship orientation of the student. If a claim is filed in the instance where a student has participated in an internship, but done so prior to enrolling for credit and signature of a master internship 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.

Laurie Wilson  
Director  
Office of Academic Internships

BRIGHAM YOUNG UNIVERSITY • 422 EAST MCGUIRE AVENUE • PROVO, UTAH 84602  
(801) 422-3377 • FAX (801) 422-6177



September 22, 2006

Re: Student Internship Liability Insurance

Attn:

Please accept this letter as verification that Brigham Young University has an insurance policy of \$1,000,000 per incident with the Evanston Insurance Company. This policy covers the *Professional Liability* and/or *General Liability* that may arise from the acts of student interns. This policy has an aggregate amount of \$3,000,000 annually.

Respectfully,

A handwritten signature in cursive script that reads "Glenn Johns".

Glenn Johns  
Managing Director

GMJ/III

g:\risk\lindasec/forms\insintern.stment doc

# COLLEGE OF NURSING

## CRIMINAL BACKGROUND CHECKS, FINGERPRINTING, AND DRUG SCREEN

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### GENERAL INFORMATION

**PURPOSE:**

Brigham Young University College of Nursing is committed to providing the public with nurses who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of this policy is to help promote a safe environment for patients, peers, faculty and the general public, as well as to protect property by conducting criminal background checks and drug screens on all students accepted to the nursing program.

**SCOPE:**

This policy applies to all students accepted to the BYU undergraduate nursing program.

**POLICY:**

1. Brigham Young University College of Nursing requires both a state and federal criminal background check and a drug screen to enable clinical practice within the nursing program.
2. Background checks and drug screens will be required of all students accepted to the program.
3. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screen. Failure to comply may result in denial of acceptance or dismissal from the program.
4. Criminal background and drug screen results released to the College of Nursing will be used for the purpose of assisting in making acceptance decisions, and helping promote the safety of patients.
5. If a background check or drug screen identifies issues that may preclude acceptance, the case will be referred to the Associate Dean—Undergraduate Affairs for review and action.
6. If a student is concerned that the results are not accurate, he or she must address these issues with the Bureau of Criminal Identification (BCI) for resolution of a state record, to the Criminal Justice Information Services Division (CJIS) for resolution of a federal record, or to the participating organization that administered the drug screen.

**PROCEDURE:**

1. **Condition of Enrollment:**

It is an express condition of acceptance for applicants and continued participation for current nursing students that the student agree to release information from background checks to the Associate Dean—Undergraduate Affairs and the Baccalaureate Acceptance Committee in the College of Nursing.
2. **Waiver/Consent:**

The signed copy of the College of Nursing Informed Consent/Release form submitted with the application documents will be kept on file in the Undergraduate Nursing Advisement Center (NAC). A copy of this release may be obtained for personal records.
3. **Obtaining a Background Check & Drug Screen:**
  - a. The background check and drug screen will be initiated by the student as part of the routine acceptance process. Students currently in the nursing program will also be required to submit background check and drug screen results for continued participation. Background checks will be due to the NAC, along with the informed consent/release form by the first week of school. Please allow six to eight weeks to complete the process. Failure to submit materials on time may result in denial or dismissal from the program.
  - b. Obtain a background check. Instructions and the form are on the following pages.
  - c. A drug screen must be obtained from any credible drug screen company. Some suggested organizations are attached on the instruction page.
  - d. All expenses associated with background check, and drug screens are the sole responsibility of the requesting student.
4. **Convictions & Positive Drug Tests:**

- a. The existence of a conviction or positive drug test does not automatically disqualify an individual from acceptance or continued participation. Each individual will be considered on a case by case basis. Relevant considerations may include, but are not limited to: the details of drug screen results, the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and the student's successful efforts toward rehabilitation. Any decision to accept or reject an applicant, or retain or dismiss a current nursing student who has a conviction or positive drug test is solely at the discretion of the Baccalaureate Acceptance Committee.
  - b. If Brigham Young University College of Nursing becomes aware that a current student has not completed the application truthfully, he/she will be subject to disciplinary action up to and including dismissal from the nursing program.
5. **Results:**
- a. **Confidentiality:** Reasonable efforts will be made so that results of criminal background checks and drug screen are kept confidential with only those personnel having a legitimate need to know being authorized to review results.
  - b. **College of Nursing access to results:** The Associate Dean--Undergraduate Affairs will review all criminal background checks and drug screens. If adverse information deemed to be relevant to suitability for nursing student status is obtained, the Associate Dean--Undergraduate Affairs will notify the student in writing requesting additional information, and will refer the report to the Baccalaureate Acceptance Committee.
  - c. **Admission/participation:** Based on the results of the criminal background checks and drug screen, the Baccalaureate Acceptance Committee and the Associate Dean--Undergraduate Affairs reserve the right to extend or withhold acceptance or continued participation in the BYU College of Nursing.
  - d. **Student access to results:** The student may review the state background check and drug screen results by submitting a written request to NAC. Federal background check results, by law, are returned directly to the applicant, who will then be required to bring the sealed envelope with federal results to the NAC (see instructions).
  - e. **Student right to respond:** The student will have a chance to provide a written explanation to the Baccalaureate Acceptance Committee and or the Associate Dean – Undergraduate Affairs. When appropriate, the student may be asked to meet with the committee in person to answer questions.
  - f. **Right to change and/or terminate policy:** Brigham Young University reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time. Efforts will be made to keep students informed of any changes in the policy.

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## INSTRUCTIONS

***Please begin the background check/drug screening process IMMEDIATELY. Be sure to start the Drug Screen by July 10<sup>th</sup> and mail in the Background Check form and check by July 10<sup>th</sup>. Please call if you have questions, 801-422-4173.***

### BACKGROUND CHECK

Complete the entire form (attached). Please note the following:

1. All information written is confidential and will only be used for a background check.
2. Make sure to attach a check for the correct amount (see form). No Background Check will be started until we receive the form AND the payment. Make your check payable to:  
BYU College of Nursing

Submit form and check to the Nursing Advisement Center at the address below:

Nursing Advisement Center  
Brigham Young University  
College of Nursing  
551 SWKT  
Provo, UT 84602

### DRUG SCREEN

Obtain at least a 5-panel drug screen from any credible organization (see attached). Results should be available in about 24 hours for you to pick up and bring to the Nursing Advisement Center in 551 SWKT. Costs associated with the 5-panel drug screen may vary, but are usually around \$30-\$40. If you are outside of Utah, a hospital can do a drug screen.

### DRUG SCREENING LOCATIONS – in Provo/Orem area

This list is provided to help students choose a drug testing facility if no other options are available to them. 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 companies below.

<b>Drug Screen</b>				
<b>COMPANY</b>	<b>ADDRESS</b>	<b>PHONE NO.</b>	<b>COST</b>	<b>NOTE</b>
Orem WorkMed	400 N. 505 W. Orem	(801)714-3200	\$30	Need photo ID.
Orem Work Care	601 N. 1200 W. Orem	(801)699-9027	\$28	Need photo ID.
Occupational Health Center International (OHCI)	875 S. Orem Blvd., Suite 1, Orem	(801)226-0451	\$40	

All three companies listed above do 5-panel drug screens which tests for marijuana, cocaine, opiates (codeine, morphine, heroin), amphetamines (amphetamines and methamphetamines) and PCP.

*Background Check Information*

**\*\*\*All this information is necessary for us to complete a background check on you. This will allow you to participate in clinical work at our contracted hospitals.\*\*\***

Social Security Number: \_\_\_ - \_\_\_ - \_\_\_\_\_

Do you admit to any criminal conviction other than minor traffic violations?  Yes  No

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_ / \_\_ / \_\_\_\_\_ Sex:  Male  Female

Also known as (i.e. alias or maiden names)

\_\_\_\_\_  
\_\_\_\_\_

Current Address

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County (NOT Country): \_\_\_\_\_

Previous Address (The address where you have lived the longest in the past 7 years. Preferably your permanent address.)

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County (NOT Country): \_\_\_\_\_

Please write a check (no cash) for \$24 payable to the BYU College of Nursing.

**\*\*\*IMPORTANT: If you are from any of the following counties you have additional fees. Please check the counties and add the appropriate fee to your total amount. \*\* Additional fees may be required for multiple residencies. You will be billed for the additional fees. Failure to pay the fees may result in inability to attend clinical.**

State	County	Fee
California	Del Norte	\$15
	Humbolt	\$15
	Imperial	\$15
	Inyo	\$15
	Plumas	\$15
Louisiana	Orleans	\$10
Maine	All counties	\$15
Mississippi	Clay	\$25
	Leflore	\$25
Missouri	Jackson	\$10
Nevada	Clark -(Justice Courts only)	\$7
New York	All OCA counties (see below)	\$55
South Dakota	All counties	\$15
Tennessee	Davidson	\$20
	Knox	\$10
Vermont	All counties	\$30

New York OCA Counties include	
Allegany	Nassau
Bronx	New York
Cayuga	Orange
Cortland	Orleans
Dutchess	Queens
Erie	Richmond
Hamilton	Rockland
Kings	Suffolk
Monroe	Tioga
Montgomery	Westchester

