

Brigham Young University
International Study Programs
Proposal for an Individual Internship

Student Information

Name:	Last	First	BYU ID
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Phone:	Home	Cell	Email
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Internship Information

Country	City	organization
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Address	web address
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Employer's name	Phone	email
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Dates of internship	(circle the BYU semester)	Fall/Winter/Spring/Summer
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Internship housing address & contact information

Type of work with internship organization: _____

List any relevant language experience: _____

Academic Information

Department	Major	Minor
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Department Internship Coordinator Signature	phone
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Proposed BYU courses to be taken on internship

**Proposal to be returned to Aaron Rose, International Internships Coordinator
International Study Programs, 204 HRCB, 422-8241, aaron_rose@byu.edu**

Application Process

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

Prior to your ISP application submission, check with your Department Internship Coordinator to assure that your internship focus is in line with your department’s academic focus. Not sure who your Department Internship Coordinator is, check here:

http://webpub.byu.edu/internships-byu/OtherFiles/pdf_forms/coordinatorContactinfo.pdf

After submission of your online ISP application, contact the Individual Internship Facilitator(below).

Pre-Departure Seminars

All individual interns are required to meet with the ISP staff 5 times prior to departure for international and cross-cultural preparation. These seminars are offered Block 2 of Fall Semester, Block 2 of Winter Semester, and Summer Term. These 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

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.

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.”)

Application Deadlines

Fall Semester:	1 February	Winter Semester:	1 October
Spring Term:	1 February	Summer Term:	1 February

Safety

BYU’s first priority in sending students abroad is personal safety and international security. 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>. Please review the BYU International Vice President’s international travel policy at: <http://kennedy.byu.edu/travelmart/one.php>

Questions?

Contact the “Individual Internships Facilitator” at ISP
ispindividualinternship@gmail.com
280 HRCB
801-422-3686
kennedy.byu.edu