BYU Internship Process: Students

1. Have you been accepted into a major?

No → Contact the internship coordinator for the open major advisement center.

Yes ↓

2. Have you completed all prerequisites for your major and talked to your department internship coordinator?

No → Contact your department academic internship coordinator and fulfill all prerequisites.

Yes ↓

3. Have you acquired an internship related to your field of study?

No → Use university network, external job searches or contact your department internship coordinator to obtain an internship position in your field.

Yes ↓

4. Has the internship been approved by your department internship coordinator?

No → Contact your department internship coordinator to explain your internship opportunity or have the experience provider contact your department internship coordinator to obtain approval.

Yes ↓

5. Has a Master Internship Agreement been signed by the experience provider?

No → Have the experience provider sign a Master Internship Agreement available from your department internship coordinator or online from the Office of Academic Internships' Web site byu.edu/intern.

Yes ↓

6. The Master Internship Agreement is sent to the Office of Academic Internships with the Routing Slip and Experience Provider Sheet for processing, while the student sets learning objectives with the experience provider and department internship coordinator and returns all department paperwork.

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7. The student completes internship and required assignments and assessments with supervision from provider and advisor or coordinator.