BYU Internship Process:
Experience Providers

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 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 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 Master Internship Agreement on file for your organization?

No → Obtain a Master Internship Agreement from the dept. coordinator or download one or call (801) 422-3337; sign and return to the coordinator who will send it to the Office of Academic Internships.

Yes ↓

5. If you are a new experience provider, have you completed an Experience Provider Info. Sheet?

No → Obtain an Experience Provider Info Sheet from the dept. internship coordinator or our web site or call (801) 422-3337; complete & return to dept. internship coordinator.

Yes ↓

6. Once these steps are completed, the dept. internship coordinator will assist you in finding an intern suitable for your organization, and will inform you of any other departmental procedures.

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

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8. 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 dept. internship coordinator.