

Internship & Career Services

129 Manwaring Center • Rexburg, ID • 83460-0765 • Phone: (208) 496-9801

**Student Guidelines for Exception Documentations**

**President’s Council Exception for Entrepreneurial Internship**

These guidelines must be followed when submitting documents for an entrepreneurial internship exception. All documents should be written in essay format.

**The following two items must be submitted to** [**internships@byui.edu**](mailto:internships@byui.edu) **before your internship will be approved for registration:**

**Detailed Business Plan**

Must provide organizational information, detailed business objectives, goals, and desired outcomes. Include:

* Name and location of business, number of locations/franchises
* Management team
* Operational outline, statement of purpose, business overview, marketing plan, etc.
* Direct and indirect competition, product, pricing, promotion, distribution
* Overview of finances and financial backing
* Goals and objectives

NOTE: a sample business plan may be obtained at

http://www.byui.edu/internships/policies-and-guidelines

**Signed Confirmation letter from LOCAL outside mentor**

Mentor must be: outside of business, no BYUI employees or faculty members, etc.

* Name, title, and background of the person writing confirmation letter, and connection to you
* Statement agreeing to oversee you, and ensure that correct principles are being applied in your work experience
* Mentor’s contact information: address, city/state, phone and email address
* Note of how often they will be meeting with you
  + Meeting must be face-to-face, at least every other week (phone meeting or long distance supervision is not allowed)

These items are part of the internship approval process. They do not take the place of any syllabus, coursework, or assignments given to you by your Internship Faculty Coordinator.