

Internship Approval and Processing Guidelines

1. **INTERNSHIP CONTENT** The internship must be directly related to a student's major or declared field of study.
2. **INTERNSHIP APPROVAL** An Internship Form must be completed, signed by the appropriate Department Internship Coordinator, and submitted to the Academic Discovery Center to initiate the internship registration process.
3. **MASTER INTERNSHIP AGREEMENT** A one-time agreement between BYU-Idaho and the Experience Provider must be signed and on file in the Academic Discovery Center prior to the start of the internship experience. This will alleviate the need to require a signature from an Experience Provider each time a student performs an internship with an organization. If needed, check with the Academic Discovery Center regarding Master Agreements on file for specific organizations.
4. **HEALTH INSURANCE** All interns must carry and be able to show proof of health insurance prior to the start of the internship experience.
5. **MINIMUM STANDARDS** The University minimum standards for an accredited internship are ten (10) hours per week for seven (7) weeks. A minimum standard of seventy (70) hours of work will be required per internship credit earned.
6. **ACADEMIC CREDIT** Internship credit will be a minimum of one (1) and a maximum of six (6) credits. University policy states the maximum number of credits earned for internships may not be more than 5% of the 120 credit ceiling required for a bachelor's degree, or 6 credits. Actual credit earned for each internship will be determined by the Department Internship Coordinator. If a student completes more than one internship, the combined credits earned cannot exceed six (6).
7. **COURSE DESIGNATIONS** The internship must be registered for academic credit using the 198/298/398/498 course numbers.
8. **INTERNSHIP LENGTH** Internships should typically last the length of an academic semester. Internships vary in length based on the company/organization, but careful consideration should be given before condensing the internship experience. Caution should also be given before accepting an internship that lasts longer than an academic semester, as the student could slow down his/her academic experience. Each department determines the number of hours required for each academic credit earned. The university minimum is 70 hours per credit.
9. **INTERNSHIP SEMESTER** Some internship experiences do not fit into the standard time-frames for BYU-Idaho academic semesters. Students may begin working before a semester starts, continue working after a semester ends, or complete an experience that spans more than one semester. In these cases, the goal should be to register the student for the semester in which the bulk of the work is completed. Consideration is typically not given to assist students in arranging financial aid during a specific semester – internships should not be used to pad a student's credit load in order to receive grants, scholarships, etc.

While work may start before or continue after the semester, for the purposes of University records and Liability Insurance, the Academic Internship Course itself is confined to the months included in

the semester. Please note: students who continue working beyond the end date of a semester should receive a “T” grade until their experience is complete, if the end date is within a reasonable time frame following the semester, to allow for an adequate evaluation period.

10. **NUMBER OF CREDITS** Departments should establish definite guidelines regarding the number of credits the student should or will earn, based on university guidelines (1 - 6 credits). Credits should be determined by the number of hours the student will work and the level of the duties to be performed, not by how many credits the student can afford to pay for, or to pad or artificially restrict the student’s credit count.
11. **CREDIT CHANGE REQUESTS** Once a student has been registered, credit change requests are discouraged. Students should strive to meet the commitment required for the number of credits for which they have been registered. If unforeseen circumstances call for a reduction in credits, the action must be taken by the academic deadlines for dropping classes before a “W” is issued (per the Student Registration & Records Office Academic Calendar). This date is typically 2 weeks after the semester/block starts, which should allow students sufficient time to start their experience and discuss workload and scheduling with their supervisor. If it appears that there will not be enough work available and a credit change is warranted, students must first have the approval of their Department Internship Coordinator, who in turn should notify the Academic Discovery Center. Credit change requests made after the deadline will not be approved. It is recommended that the student’s overall grade reflect the failure to meet the hours approved upon registration.
12. **CURRENT JOB AS AN ACADEMIC INTERNSHIP** Students should be advised of the need to set appropriate goals and objectives to be achieved during the registered internship, to ensure that it provides a valuable learning experience beyond the current duties and responsibilities, and therefore merits academic credit.
13. **FAMILY BUSINESS AS AN ACADEMIC INTERNSHIP** Students should be advised that Family Business internships may be viewed as weaker than other internships due to a perceived lack of competition for the job, favoritism in assignments, inflated performance reviews, etc. Students should take steps to ensure they are receiving a quality internship experience in these situations.
14. **ENTREPRENEURIAL INTERNSHIPS** Students interested in this type of internship should have an experience with an established/credible entrepreneur and learn from successful techniques and procedures. Typically a self-guided, student-initiated, startup internship with this emphasis should be discouraged as a required internship. Introductory or preparatory internships in this area may be appropriate.
15. **INTERNATIONAL INTERNSHIPS** International internships require the approval of the President’s Council and require additional paperwork that must be submitted with the internship approval form. The process can take several weeks, therefore requests must be submitted in a timely manner to allow sufficient time for review.
16. **ON-CAMPUS INTERNSHIPS** On-Campus internships may be accepted if they meet special requirements designated by President’s Council. Prior approval is required and must be submitted by the hiring department with sufficient documentation of the duties, appropriate majors, and qualified supervision. They must be full-time, paid, and last the length of the semester.

17. **SUMMER SESSION INTERNSHIPS** At the discretion of the appropriate Faculty Coordinator Internships may be done during Summer Session if they meet minimum University requirements.
18. **PAST EXPERIENCE INTERNSHIPS – INTERNSHIP WAIVERS** Past Experience cannot be registered after the fact as a credited internship course. At the major department's discretion, past experience may be evaluated to determine if it merits consideration as an appropriate substitution for the required internship experience. In these cases the department may choose to waive the internship requirement for the student.
19. **COMMISSION SALES INTERNSHIPS** Caution should be taken regarding the intent and activity conducted by students who are on commission sales internships. Department Internship Coordinators must be concerned with interns looking to generate business rather than concentrate on learning managerial skills and utilizing mentor/supervisor exposure.
20. **DOOR-TO-DOOR/DIRECT SALES INTERNSHIPS** Due to issues regarding the lack of experienced supervisors, direct management training, and mentor supervision, these types of experiences do not qualify for internship credit. Please contact the Academic Discovery Center for more information.
21. **CALL-CENTER INTERNSHIPS** Requests for credit for work done in call-center environments will typically not be approved. Call centers are often large offices staffed with representatives who either make or receive phone calls. Depending on the size of the call center, a single office could have anywhere from a few employees to hundreds of telephone staff. Examples of call centers include inbound/outbound sales, telephone soliciting, conducting surveys, customer service hotlines, technical or customer support, etc. Any positions that are within the realm of the call-center atmosphere, including phone associates, supervisors, managers, etc. are typically not allowed. If the intern will be working within another division of the company such as the Human Resources office, Accounting, Information Technology, etc., those requests will be approved on a case-by-case basis.
22. **TELECOMMUTING, WORK-FROM-HOME AND INTERNET RESEARCH-BASED INTERNSHIPS** Except in pre-approved and clearly documented cases requests will not be approved for students seeking internships in situations where they will be telecommuting and/or working from their own home or apartment, or when the experience is based exclusively on Internet research tasks. Critical elements in the internship experience should include immediate supervision and mentorship in a recognized business office, with regular in-person communication and feedback, which typically are not attained from this type of experience.
23. **HUMANITARIAN EXPERIENCES AS INTERNSHIPS** Students interested in completing internships for humanitarian organizations should use caution in their search. Internships in these areas will only be approved if the duties and responsibilities fit within the guidelines for their department. Humanitarian experiences should typically last the length of an academic semester, and involve the student in duties and responsibilities directly related to their major for the entire length of the experience.

As a stand-alone experience, expeditions that last only one or two weeks will not be approved as internships. Students involved in pre-expedition planning must ensure they are able to utilize their training and coursework during that time, and that the tasks are related to the appropriate major.

Continuous on-location oversight from seasoned and permanent supervisors is mandatory, especially in foreign locations. The on-site supervisor should be qualified to mentor the student (rather than simply “keep them safe”), and be able to assist and teach the student in their major-related tasks.

Students should avoid paying deposits or making commitments before receiving approval from the Department Internship Coordinator and the University Academic Discovery Center.

24. **CERTIFICATION ISSUES/REQUIREMENTS** Caution should be used with internships that require additional licensing expenses and other related costs as part of the experience. Necessary study hours and testing obligations will not be approved as part of the academic internship hourly requirement, but rather looked at as an additional commitment on the part of the intern.
25. **STUDENT AND EXPERIENCE PROVIDER EVALUATIONS** As per Academic Council approval, students must—and Experience Providers should be encouraged to—complete a final internship experience evaluation prior to the posting of a final letter grade. Reminders will be emailed to students and experience providers two weeks prior to the end of the internship experience. Students who have not completed an evaluation at the end of their experience should be issued a “T” grade, which is done by leaving the student’s grade field blank during the grading period. A “T” will then fill the field. Once the student has completed the evaluation (and any other outstanding assignments), the faculty should submit a “change of grade” with the appropriate credit and grade.