Internship Program Roles and Responsibilities

Internship & Career Services Responsibilities

* Organize, coordinate, and promote centralized internship program
* Train Faculty Internship Coordinators
* Ensure academic consistency and intern preparation
* Acquire liability insurance for each intern
* Act as a resource center and develop intern opportunities
* Oversee internship issues and legal concerns
* Oversee the registration process for internship credit/courses

Faculty Internship Coordinator Responsibilities

* Develop and follow a comprehensive internship syllabus
* Provide learning objectives and supervise interns
* Orient students to requirements and expectations
* Ensure that each proposed internship experience meets all University and Department requirements
* Maintain contact with students during internship
* Grade internship reports and assignments
* Confirm legitimate Experience Providers and internship opportunities
* Measure and report outcome results

Student Intern Responsibilities

* Complete and submit an “Internship Approval” form in I-Plan
* Provide any additional documentation required for the type of internship
* Ensure the Master Internship Agreement or alternate agreement is in place with Experience Provider
* Maintain health insurance throughout the internship
* Comply with employer policies/procedures and maintain BYU-Idaho standards
* Report serious problems, including safety and personnel problems, to the Faculty Internship Coordinator and the Experience Provider
* Complete a post-internship evaluation

Employer Responsibilities

* Designate an individual to serve as the liaison with BYU-Idaho and the student
* Involve the student for the entire period of the internship
* Provide the opportunity to perform a variety of tasks to acquire and practice various skills
* Orient the student to the Experience Provider’s rules, policies, procedures, and operations
* Evaluate the student’s performance and notify the Internship Office immediately of any cause of dissatisfaction with or of misconduct on the part of the student
* Pay the student the agreed upon rate of compensation for the term of the internship
* Provide Workers’ Compensation and/or other employment benefits to the extent required by law
* Accept primary responsibility for supervision and control of the student at the internship site