Proposal for an Individual Internship

Brigham Young University
International Study Programs

Student Information

_____
Name: Last   First   BYU ID

_____
Phone: Home   Cell   E-mail

Internship Information

_____
Country   City   Organization

_____
Address   Web Address

_____
Internship Supervisor (in country) Name   Phone   E-mail

_____
Internship Dates   (circle the BYU semester)   Fall/Winter/Spring/Summer

_____
Internship housing address and contact information (phone at apartment or home, cell phone)

Type of work with internship organization:_____
_____
_____

List any language or international experience:_____
_____

Academic Information

_____
Department   Major   Minor

_____
Department Internship Coordinator Signature   Phone

_____
Proposed BYU Internship Courses

Preparation Steps for an International Internship

Application Process (3 months before departure)
Students apply for an **"Individual Internship"** through International Study Programs (ISP) at
http://kennedy.byu.edu/isp for the term/semester they will be enrolled for their internship credits.

In conjunction with this, students should check with their Department Internship Coordinator to assure the
internship focus is in line with the department's academic focus. A list of Department Internship Coordinators
may be found at:
http://webpub.byu.edu/internships-byu/OtherFiles/pdf_forms/coordinatorContactinfo.pdf

Pre-Departure Seminars (2 months before departure)
All individual interns are required to meet with the ISP staff five times prior to departure for international and
cross-cultural preparation seminars. These seminars are offered the second block of fall and winter semester
and summer term. The seminars cover cross-cultural communication, culture shock, personal safety,
international security, and how to maximize the international internship experience. Check with the ISP
Individual Internship Facilitator (below) for the schedule of seminars.

Course Contracts Registration for BYU Credit (2 months prior to departure)
Registration for BYU credit earned while abroad will occur through the "**Course Contract**" method through
ISP. ISP serves as the registrar for any BYU credit earned while students are outside of the United States.
With departmental approval, courses from any department may be set-up as "study abroad" sections through
ISP. Course Contract forms are obtained from the Individual Internship Facilitator. **Students are responsible
for turning in completed Course Contracts to the Facilitator.**

International Health Insurance (1 month prior to departure)
ISP will purchase secondary international health insurance coverage on behalf of the student through HTH
Worldwide. Student intern coverage will cost approximately **$148** per semester. This charge will be placed
automatically on the student account. Accompanying spouse and child coverage is also available. Students
should not withdraw from their primary insurance carrier as HTH Worldwide is only supplemental.

BYU International Travel Policy
BYU's first priority in sending students abroad is personal safety and security. Students and faculty should
review the BYU Travel Policy on the Kennedy Center TravelSmart page for travel and international updates
at http://kennedy.byu.edu/travelsmart. Students will not be able to participate in internships, fieldwork, or any
activities where the BYU Travel Policy has a travel restriction.

International Internship Master Agreement
A signed master agreement must be secured prior to departure or within the first week of the internship. An
online version is available at http://webpub.byu.edu/internships-byu/html/InternationalForms.html.

ISP Individual Internship Facilitator
Students should work with the Facilitator for completing all of the above. Contact the Individual Internships
facilitator at 101 HRCB, (801) 422-3686, or byuinternationalinternships@gmail.com.