

Forms to complete
for your
internship

Form	Form Name	Details	Submitted by:	Approved By:	Form Location:	Due
A	DEPARTMENT: Internship Pre-approval	Completed before any internship work begins; start early!	Student	Department Internship Coordinator, Stephanie Lutz	phinterns.byu.edu, forms, log in, start a new internship	-2-3 months BEFORE internship begins
B	DEPARTMENT: 5 major Internship Responsibilities	Outline internship responsibilities with the agency supervisor.	Student	Department Internship Coordinator (Stephanie Lutz) & Internship Supervisor (need BYU ID)	phinterns.byu.edu, forms, Form B	-2 months BEFORE internship begins
C	UNIVERSITY: IRAMS	Internship Registration and Management System provides information about the internship agency to the University.	Student	Internship Coordinator: Stephanie Lutz, University Internship Office, Adrienne Chamberlain	Internship Application on MyMap, HOLD on registration until this form is approved, no add code needed.	-1 month BEFORE internship begins
D	UNIVERSITY BYU Master Academic Internship Agreement	Completed only if one has not been completed in the past or if the agency is not on file. Check the database at: https://sa.byu.edu/ps/ps/EMPLOYEE/HRMS/c/Y_INTERNSHIP_STUDENT.Y_IN T_IMA_SEARCH.GBL?nb If not, the student must provide the agreement to the agency. Once it is completed, the student returns it to the Department Internship Coordinator.	Agency Supervisor (if no agreement has been completed for previous interns)	University Internship Office, 5435 HBL 801-422-3337, Adrienne Chamberlain	https://intern.byu.edu/sites/intern.byu.edu/files/files/InternshipMasterAgreement.pdf	BEFORE internship begins (if applicable) Hard-copy required
E	Daily Log	The student should complete the daily log every working day of the internship. Vague descriptions of activity will result in reduction of points. An Electronic copy daily, hard copy with final written report/ notebook)	Student	Reviewed by TA when Form F is submitted	phinterns.byu.edu, forms, Form E, each day SAVE, once hours are complete SUBMIT	DAILY
F	Mid-Point Review Questions	Filled out after the student has completed ½ of his/her internship hours.	Student	Department Internship Coordinator or Internship TA	phinterns.byu.edu, forms, Form F	Once half of the hours are completed
F2	Mid-Point Evaluation of Student	Completed by Internship Agency Supervisor to assess student's progress up to this point. Viewable by student and Department Coordinator	Agency Supervisor	Reviewed by student	phinterns.byu.edu, forms, Form F2	Once half of the hours are completed
G	Agency Evaluation	Interns evaluate the internship site	Student	Reviewed during grading process	phinterns.byu.edu, forms, Form G	At least 1 week before internship hours completed
H	Final Intern Evaluation	Agency Supervisor Evaluation of the student intern	Agency Supervisor	Reviewed during grading process	phinterns.byu.edu, forms, Form H	Send at least 2 weeks before semester ends