Individual International Internship Proposal Form

Student Information

Name: Last First BYU ID

Phone: Home Cell Email

Internship Information

Country City Organization Name

Address Web Address

Supervisor in the field: Name Phone Email

Experience Dates Fall/Winter/Spring/Summer and Year

Housing address & contact information in the field (phone at apartment or home, cell phone)

Describe the internship opportunity:

List any language or international experience:

Academic Information

Department Major Minor

Proposed internship course to enroll in and # of proposed credits (Econ 399R, BusM 199R, etc.)

Department Internship Coordinator Signature

Proposal to be returned to Christopher Quinlan, BYU International Program Coordinator
International Study Programs, 204F HRCB, christopher_quinlan@byu.edu
Preparation Steps for an International Internship

Please be aware the approval process for an International Internship takes a minimum 3 months before departure

Students need to first meet with their Department Internship Coordinator to have their proposed internship opportunity approved. Once the department internship coordinator approves of the internship opportunity, the coordinator needs to sign the Proposal for an International Internship form. A list of Department Internship Coordinators can be found at: http://saas.byu.edu/intern/OtherFiles/pdf_forms/CoordinatorContactInfo.pdf

Students then apply for an “Individual Experience” through International Study Programs (ISP) at http://kennedy.byu.edu/apply for the term/semester they will be enrolled for their international credits. ISP WILL NOT CONTINUE TO ADVISE YOU UNTIL YOUR APPLICATION IS COMPLETE.

Pre-Departure Seminars (minimum 2 months before departure)
All students are required to meet with the ISP staff 5 times prior to departure for international and cross-cultural preparation seminars. These seminars are offered Block 2 of Fall Semester, Block 2 of Winter Semester. The seminars cover cross-cultural communication, culture shock, personal safety, international security, and how to maximize the international experience. Check with the ISP Assistant (below) for the schedule of seminars. Students are required to research their destination country on www.culturegrams.org (click on “subscribers” in the upper left-hand corner of the page while logging in on BYU campus). This needs to be read before the security briefing

ISP Registration Form for BYU credit (minimum 2 months prior to departure)
Registration for BYU credit earned while abroad will occur through the “ISP Registration Form.” ISP serves at the registrar for any BYU credit earned while students are outside of the U.S. With departmental approval, courses from any department can be set-up as “study abroad” sections through ISP. ISP Registration Forms are obtained from ISP assistant. Students are responsible for turning in completed ISP Registration Forms to ISP assistant.

International Health Insurance (1 month prior to departure)
ISP will purchase secondary international health insurance coverage on behalf of the student through HTH Worldwide. This international health insurance is required to receive credit while abroad. Student intern coverage will cost $200 per semester. This charge will be placed automatically on the students account. Accompanying spouse and child coverage is also available for additional charges. 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 should review the BYU Travel Policy on the Kennedy Center TravelSmart page for travel and international updates: travelsmart.byu.edu. Students will not be able to participate in internships, study, fieldwork, or any activities where the BYU Travel Policy has a travel restriction.

ISP Individual Experience Assistance
Students should work with Christopher Quinlan’s assistant, Patrice Carey in International Study Programs, for completing all of the above. Contact her at isp_assistant@byu.edu; 204F HRCB; 801-422-1541.