IRAMS Internship Registration and Management System

Student Instructions for an Internship Application with Student Obligations
Internship Application Home Page

BYU Internship Office

INTERNSHIP APPLICATION HOME PAGE

Personal Information

If your personal information shown here has changed, please update it on MyBYU.
Name: Morrison, Marion Robert
NetID: shibla
Major: Theater and Film
Citizenship: United States

If you would like to receive academic credit for your internship you must enroll in an internship course. Before you are allowed to enroll in an internship course you must have an approved internship application. First, select the semester/term wherein you would like to receive credit. Second, click the Add New Application button. Third, review and accept the terms of the Student Agreement. Fourth, enter all the information into the Internship Application and submit the application. Once the application has been submitted it will need to be approved by your Department Internship Coordinator and the Internship Office. After the application has been approved you will receive an email informing you to add the course.

Applications

<table>
<thead>
<tr>
<th>Semester/Term</th>
<th>Internship Provider(s)</th>
<th>Class</th>
<th>Department Internship Coordinator</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester 2015</td>
<td>Pride Rock, Inc.</td>
<td>EXSC 399R 001 S Exercise &amp; Wellness Internship</td>
<td><a href="mailto:maggie_shibla@sastg.byu.edu">maggie_shibla@sastg.byu.edu</a></td>
<td>Submitted</td>
</tr>
<tr>
<td>Fall Semester 2015</td>
<td>Thorne Theater</td>
<td>STDEV 199R 002 S Academic Internship</td>
<td><a href="mailto:james_r_burton@sastg.byu.edu">james_r_burton@sastg.byu.edu</a></td>
<td>Submitted</td>
</tr>
</tbody>
</table>

Student Obligation Documents

If you are completing an internship with an Internship Provider that has a Limited Internship Master Agreement, you must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving your application.

Once the internship coordinator has approved an application you will be informed of any student obligation requirements via email. At any time during the internship application process you have the capability of uploading a pdf of documents such as drug screens, background checks, immunizations, etc. to your internship application on the Student Obligation Documents page. Once you have uploaded to your application evidence of meeting the student obligations, the Internship Office will approve your application.
There are multiple ways to access the internship application home page.

- Click on the link in the header of the course catalog
- Log into myBYU and type “Intern01” in the Quick URL box.
- Click on the links on the Internship Office website intern.byu.edu
- Type link.byu.edu/intern01 in a browser window.
Internship Application Home Page

Personal Information
- The student's photo, Name, DOB, NetID, BYU ID, Major, email, citizenship, and a link to the student's academic record is displayed in this section. If any of the information is incorrect, please update the information on MyBYU.

Relevant Information
- The relevant information section displays information regarding general student requirements, international internships, international student requirements, full-time internship scholarship credit load, and the general internship policy.

Application
- The applications section displays an overview of a student's internship applications.

Student Obligation Documents
- If a student is completing an internship with an Internship Provider that has a limited Internship Master Agreement, students must complete and submit to the Internship Office evidence that the student obligations for that Internship Provider have been met prior to the Internship Office approving the student's application.
New Internship Applications (IRAMS)

All applications are semester or term specific.
A new application is needed for every semester or term a student is enrolled.
Adding a New Application
1. Select the semester or term.
2. Click the Add New Application button.
3. Review the Student Agreement.
4. Click the I Agree button to continue.

Duplicating Previous Application
1. Select the semester or term.
2. Select the previous internship information from the Copy Info From Previous Internship.
3. Review the Student Agreement and click the I Agree button to continue.
4. Click OK on the duplication pop-up message. The following fields will not be duplicated:
   - Internship Residential Contact Information,
   - Start/End Dates,
   - Total Approximate Hours,
   - Employment Type & Status,
   - Monetary Compensation, and
   - Internship Class fields.
Student Internship Application

BYU Internship Office

Joe Student | Fall Semester 2015 | INTERNSHIP APPLICATION

Internship Residential Contact Information
Please provide the address and contact information where you will be living while completing your internship. This will not change your university information. If any of the below information changes, please return to this application to update it.

Address
City
State
Zip Code
Phone
Email

Internship Provider Information
To have your internship considered for approval by your Department Internship Coordinator, provide the following information about the Internship Provider.
If this internship has multiple providers, please click the + button to add another Internship Provider.

Internship Provider
Address
City
State
Zip Code
Contact Name
Email
Phone
Extension
Start/End Dates
Total Approximate Hours
Employment Type
Monetary Compensation

Please describe the internship opportunity.

Class Credit
Select the appropriate internship class (enrollment will be available after approval by your Department Internship Coordinator and the Internship Office).

Internship Class
BYU Faculty Mentor
Are you enrolling in another BYU course for this same internship? Yes No

Submit Application
Student Internship Application Sections

Internship Residential Contact Information section
- Students should fill out their residential contact information for the duration of the internship. This information will not be shared with anyone or used for any purpose except in the case of an emergency. This will not change students' personal information in myBYU; that is a separate process.

Internship Provider Information section
- This section requires students to enter various pieces of information regarding the internship opportunity. All of the information in this section must be entered before a student is allowed to submit an application.

Class Credit section
- Students will need to select their internship class from the drop-down menu (by clicking the arrow and selecting a course). The selected class will be posted in the Internship Class field.
Employment Questions

The employment questions provide detail regarding the employment type, status, and monetary compensation for the internship.

- **Type:** A student is either an employee or a volunteer for the internship provider.
  - **Employee:** An employer-employee relationship exists between the student and the internship provider when the intern receives some form of monetary compensation.
  - **Volunteer:** The student is working in an unpaid capacity for the internship provider although some type of stipend may be offered by the internship provider.

- **Status:** A student is either working part-time or full-time at an internship opportunity.
  - **Part-time:** Less than 30 hours a week
  - **Full-time:** More than 30+ hours a week

- **Monetary Compensation:** Select the types of monetary compensation that apply including the accompanying amounts.
Student Internship Application

- The entire application must be completed to be submitted.
- The Submit Application button will send the application to the internship coordinator for review and endorsement.
  - After an application has been submitted students cannot change any information in the application.
  - Verify the class and section information is correct BEFORE submitting the application.
Submitting an Application

- Click the Submit Application button to submit the application to the internship coordinator for review.
- Verify that the course and section number are correct before submitting an application.
- After an application has been submitted students cannot change any information.
- An error message similar to the one below will appear if all the information has not been entered. Additionally the missing fields will be highlighted.
- The delete icon will obliterate the entire internship application. The icon will not be available to students after the application is submitted.
- The save icon at the bottom of the page will store any changes to the application.
- The home icon at the bottom of the application will open the student’s Internship Application Home Page.
The student and the internship coordinator will receive an email informing them that the application has been submitted.
Viewing the Application Approval Status

Internship Application Home Page (Status column)

Application Approval Process and Status
Search the Internship Master Agreement Database to find if an internship provider has already signed an agreement with BYU.

### Internship Provider Search Results

| HQ CO-ORG NAME       | IMA #  | TYPE  | IMA START   | IMA END   | CONTACT NAME       | ADDRESS                          | CITY                  | ST | ZIP CODE | COUNTRY | INTERNS |
|----------------------|--------|-------|-------------|-----------|--------------------|----------------------------------|-----------------------|----|----------|---------|---------|----------------------------------|
| XL Soccer World      | 6945   | E Standard | 06/01/2009  | 06/01/2019 | Richard King        | 5600 Hillsborough Blvd           | Raleigh              | NC | 27606   | USA     | 0/0/0   |                                  |
| XO Group, Inc.       | 10177  | E Standard | 04/29/2014  | 04/29/2024 | Laura Jean Hickey   | 195 Broadway Ave                | New York             | NY | 10007   | USA     | 0/1/0   |                                  |
| Xologic Corp         | 9963   | E Standard | 02/05/2014  | 02/05/2024 | Jason Petersen      | 151 East 1700 S                | Provo                | UT | 84602   | USA     | 0/1/0   |                                  |
| XPEDIX               | 9243   | E Standard | 12/07/2012  | 12/07/2022 | James Stanley       | 1635 South 5070 Blvd            | Salt Lake City       | UT | 84104   | USA     | 0/1/0   |                                  |
There are multiple ways to access the Internship Master Agreement Search page.

- Click on the links on the Internship Office website [intern.byu.edu](http://intern.byu.edu).
- Log into myBYU and type “Intern07” in the Quick URL box.
- Type [link.byu.edu/intern07](http://link.byu.edu/intern07) in a browser window.

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**Accessing the IMA Search Page**
Click on the blue hyperlinks of the alphabet and numbers to view all the IMAs starting with that letter or number. All of the IMA search options can be used interchangeably to create a focused search for an IMA.

- **Co-Org Name**: Type a keyword, partial or full name of a company or organization.
- **Address**: Type in the text field a keyword, partial or full address of a company or organization.
- **City**: Type in the partial or full name of a city.
- **ZIP code**: Type in the ZIP code of a city.
- **State**: Select a state from the drop-down list.
- **Country**: Select a country from the drop-down list. *(United States will be automatically selected if nothing else is specified.)*
- **Contact Name**: Type in the text field a keyword, partial or full name of an organization contact name.
- **IMA Type**: Select one of the following IMA types from the drop-down list:
  - **Standard**: BYU’s basic IMA that covers all students from all departments.
  - **Limited**: The Internship Provider signed an agreement with BYU that has various limitations which may include specifications for students from specific departments, documentation of immunizations, and others.
  - **Student Specific**: IMAs that are restricted to one specific student. These agreements cannot be used by any other student.

- **IMA Start Date**: Select a date from the calendar or type (MM/DD/YYYY). To search a date range select or type a date after the first date in the second field.
- **IMA End Date**: Select a date from the calendar or type (MM/DD/YYYY). To search a date range select or type a date after the first date in the second field. Expired agreements will not show in the results.

**Search button**: Once you have determined your search criteria, click the search button or hit enter to start the search. The results will be visible below in the Internship Provider Search Results section.

**Clear button**: Click the clear button to remove all search information and results.
Internship Provider Search Results

- Organize the Internship Provider Search Results by any of the column categories by clicking the header of the column.
- Clicking on the information icon will open up the complete IMA information in the Internship Master Agreement detail window.
- The building icon signifies that this agreement covers all locations of the internship provider. An all locations agreement covers all students interning with that company regardless of location.
- Clicking on the PDF icon will open a PDF of the IMA in a new window.
- The type column will indicate Standard or Limited. The programs covered are shown in a hover window.
- IMA Start and IMA End dates show the date range that the IMA is valid.
- The numbers in the Interns column signify the following information: “All Past Interns/Current Semester Interns/Future Semester Interns”. The information collected in this section only reflects the number of students who have interned using that specific IMA number starting in 2009 (when IRAMS was created). No student information is available from this section.
Click on the information icon to open the Internship Master Agreement Detail window. The Internship Master Agreement Detail window contain some of the following information:

- additional coverage details,
- a description,
- an initiating program,
- programs covered,
- contact information (contact name, phone fax, and email),
- student obligations,
- department obligations,
- and other information.
All documents required by the Internship Provider’s agreement with BYU are uploaded, reviewed, and stored on the Student Obligation Documents page.
Student Obligations

- When a student interns with an internship provider who has entered into a limited agreement with BYU (a limited agreement is a customized internship agreement with unique obligations of students and departments), the unique obligations of the student must be met PRIOR to the Internship Office approving the student's internship application.

- Students are apprised of these unique obligations when they:
  a) Meet with the coordinator to review the student’s IRAMS application.
  b) Receive an email containing details regarding the limited obligations after a coordinator has approved the application.
  c) Review the student obligations on the internship application.
  d) View the Student obligations in the agreement detail window for a limited IMA.
There are multiple ways to access the Student Obligation Documents Page.

- Click the link on the Internship Application Home Page.
- Open the application for a particular semester or term and click on the links on in the Student Obligation Status section or in the Application Approval Process and Status section.
- Log into myBYU and type “Intern13” in the Quick URL box.
- Type link.byu.edu/intern13 in a browser window.
Student Obligation Documents Page

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Status</th>
<th>Origination Date</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tdap Dose</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza Vaccine</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAM 5 Drug Screen</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR Immunization</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TB Screening</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B, 3-dose Series</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immune to Varicella (Chickenpox)</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documents on File

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Origination Date</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Background Check</td>
<td>01/11/2013</td>
<td>01/18/2013 3:00:53PM</td>
</tr>
<tr>
<td>Tdap Dose</td>
<td>12/12/2005</td>
<td>01/18/2013 2:58:34PM</td>
</tr>
<tr>
<td>Influenza Vaccine</td>
<td>09/19/2013</td>
<td>01/06/2014 12:22:36PM</td>
</tr>
<tr>
<td>Influenza Vaccine</td>
<td></td>
<td>05/20/2015 12:17:54PM</td>
</tr>
<tr>
<td>SAM 5 Drug Screen</td>
<td>01/11/2013</td>
<td>01/18/2013 3:01:06PM</td>
</tr>
<tr>
<td>MMR Immunization</td>
<td>10/03/1991</td>
<td>01/18/2013 2:56:38PM</td>
</tr>
<tr>
<td>TB Screening</td>
<td>01/14/2013</td>
<td>01/18/2013 2:52:05PM</td>
</tr>
<tr>
<td>Hepatitis B, 3-dose Series</td>
<td>08/16/2006</td>
<td>01/18/2013 2:57:47PM</td>
</tr>
<tr>
<td>Immune to Varicella (Chickenpox)</td>
<td>11/20/2012</td>
<td>01/18/2013 2:49:47PM</td>
</tr>
</tbody>
</table>

Questions & Answers

Ashton Deloy Denslly: 05/20/15 12:03 PM: I am pregnant so my doctor wouldn't let me receive the chickenpox immunization. Can the requirement be waived?

Ashton Deloy Denslly: 05/20/15 12:08 PM: My doctor said I could not receive the MMR immunization because of my pregnancy. Can this requirement be waived?
Student Obligation Documents page

- **Required Documents… section(s)**
  - The header in these sections will automatically update with the semester/term and the name of the Internship Provider according to the application.
  - The down and up arrows will expand or collapse the section.

- **Documents on File**
  - This section of the Student Obligation page will display all of the documents that have been uploaded to the internship application.

- **Questions & Answers**
  - Students, coordinators, and the Internship Office can communicate regarding the required documents on this page. It is intended to function as a type of chat functionality.
  - When the Internship Office or a coordinator responds to the question, the student will be informed in an email of the response.
Required Documents ... section(s)

- Click on the Student and Department Obligations link to open the informational requirements in a new pop-up window.

Each of the columns in this section are explained below.

- The information icon will display the particular document requirements in a hover window.
- The PDF icon will open a PDF of the uploaded student obligation document in a new window.
- Document Type column displays the name of the document type that is required in BYU's agreement with the Internship Provider.
- The Origination date column has a drop-down arrow which will allow the student, coordinator, or Internship Office to select a document with the correct origination date for that particular semester. The origination date is entered in the Documents on File section.
- The Uploaded Date displays the date and time that the document was uploaded.
- The upload icon will open a File Attachment window with a Browse button.
- The trash icon will delete this document from this section.
- The Status column is modified by the Internship Office. The Internship Office will review and verify all the uploaded documents to confirm that the documents fulfill the requirements outlined in BYU's agreement with the Internship Provider.
  - Not Submit: No documents have been uploaded that fulfill this requirement.
  - Pending: The document has been uploaded but not yet reviewed by the Internship Office. The Internship Office will review a document within the business hours of the same day it has been uploaded.
  - Accepted: The Internship Office has reviewed and accepted that document as fulfilling the requirement outlined by BYU's agreement with the Internship Provider.
  - Denied: The Internship Office has reviewed and denied the document. An explanation may be in the Questions & Answers section.
  - Exempt: The student is exempt from that particular requirement. Documentation of that exemption may or may not be required.

![Required Documents for Winter Semester 2013 with Intermountain Healthcare Sleep Center](image)

![Required Documents for Fall Semester 2015 with Intermountain Healthcare](image)
Documents on File section

This section of the Student Obligation page will display all of the documents that have been uploaded to the internship application.

The columns in this section are explained below:

- The information icon will display information regarding document requirements in a hover.
- The PDF icon will open a PDF of the uploaded student obligation document in a new window.
- The Document Type displays the name of the document type.
- The Origination Date allows the student or coordinator to select the origination date of the document that applies to that particular semester; select a date from the calendar or type (MM/DD/YYYY).
- The Uploaded Date displays the date and time that the document was uploaded.
- The delete icon completely removes an uploaded document from the application. Documents cannot be deleted if the Internship Office has accepted the document in the Required Documents section.

Other buttons and icons on this page are explained below:

- The Upload New Documents button will open a list of document types.
- The save icon saves all changes to this page including uploaded and deleted documents, notes written in the Questions & Answers section, or changes to the origination date for the documents. *Save regularly while using this page.*
- The Return to Application button will take the student to the Internship Application Home Page.

![Documents on File Table](image)
Save regularly when making any changes to the Student Obligation Documents page. Click the save icon to save any changes to this page.
Submitting a Student Obligations Document

1. Click the upload icon (  ).
2. Click the Browse button.
3. Select a PDF of the document to upload.
4. Click the Open button.
5. Click the Upload button. The Student Obligations page will show the uploaded document.
Next students will need to select an Origination Date in the Documents on File section.
Submitting one document for multiple requirements

1. Click the Upload New Documents button.
2. Select the document types on the Student Obligation Documents list.
3. Click the UPLOAD button.
4. Click the Browse button.
5. Select a PDF of the document.
6. Click the Open button.
7. Click the Upload button. The Student Obligations page will show the uploaded document.
Selecting an Origination Date in the Documents on File section

1. Click on the calendar icon or type the date (MM/DD/YYYY).
2. Click the save icon.
3. Select the correct date in the required documents section.
Adding an Internship Class After the Add/Drop Deadline for a Semester/Term

- Internship classes can be added after the Add/Drop deadline until the Discontinuance deadline (see the Academic Calendar regarding those dates).
- Access the Late Internship Registration Form with the link in the approval email from the Internship Office or from the Internship Office website.
1. Enter all the information regarding the internship course in the table.
   - Student Name (I.E. Marion Robert Morrison)
   - BYU ID # (I.E. 000000000)
   - Teaching Area (I.E. COMMS)
   - Registration # (I.E. 399R)
   - Section # (I.E. 001)
   - Semester/Term Enrolled (I.E. Fall)
   - Year (I.E. 2015)
   - Credit Hours (I.E. 3)
   - Internship Start Date – End Date (I.E. 10/15/2015-11/19/2015)
   - Application Approval Date (Internship Office approval date I.E. 9/26/2015)

2. Obtain the department internship coordinator signature and date on the Department Internship Coordinator line.*
   *The department internship coordinator will only sign this form after your online internship application has been approved by the Internship Office.

3. Sign and date the Student Signature line.

4. Take the completed form to the Records/Registration Office at B-150 ASB within 5 business days of the Internship Office’s approval date—but prior to the discontinuance deadline of the current semester or term.
IRAMS Internship Application Process Overview

An overview of the internship application process.