Internship Registration and Management System (IRAMS)

Student Instructions for Standard Internship Application
IRAMS Internship Application Process Overview

An overview of the internship application process.

**Submit Internship Application (IRAMS)**
- Once an application has been submitted a student cannot change any of the information in the internship application.
- A notification email will be sent to the student.

**Coordinator Review & Endorsement**
- The coordinator will orient the student to the internship application process.
- The coordinator will verify that there is an IMA on file for the Internship Provider.
- A notification email will be sent to the student.

**2nd Approver Review & Endorsement**
- This step may be skipped if the course does not have a 2nd Approver.
- The 2nd Approver will review and endorse the student’s internship application.
- A notification email will be sent to the student.

**Internship Office Approval**
- If there are any student obligations, they must be collected and accepted before the Internship Office will approve the internship application.
- A notification email will be sent to the student.

**After the Add/Drop Deadline**
- This step may be skipped if the application is approved before the add/drop deadline for a semester.
- A Late Internship Registration Form (found on website or a link in the notification email) with the course information, Coordinator and student’s signature must be delivered the Records and Registration Office.
- A notification email will be sent to the student.

**Add the Internship Class**
- Classes cannot be added after the discontinuance deadline for the semester or term.
- International students will need to speak with the International Services Office.

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**IRAMS Internship Application Process**

An overview of the internship application process.
Internship Application Home Page
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](http://intern.byu.edu)
- Type [link.byu.edu/intern01](http://link.byu.edu/intern01) in a browser window.
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 university internship policy.

Application

- The applications section displays an overview of a student’s internship past, current, and/or future 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 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.
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.
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 is correct BEFORE submitting the application.
Submitting an Application

- Click the Submit Application button to submit the application to the internship coordinator for review.

- 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.

- 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.

![Error Message](image)
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.
There are multiple ways to access the Internship Master Agreement Search page.

- Click on the links on the Internship Office website intern.byu.edu
- Log into myBYU and type “Intern07” in the Quick URL box.
- Type link.byu.edu/intern07 in a browser window.
IMA Search Options

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.

<table>
<thead>
<tr>
<th>HQ</th>
<th>Co-Org Name</th>
<th>IMA #</th>
<th>Type</th>
<th>IMA Start</th>
<th>IMA End</th>
<th>Contact Name</th>
<th>Address</th>
<th>City</th>
<th>ST</th>
<th>Zip Code</th>
<th>Country</th>
<th>Interns</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>3 Form</td>
<td>4984</td>
<td>Standard</td>
<td>02/23/2006</td>
<td>02/23/2016</td>
<td>Dan</td>
<td>2300 South 2300...</td>
<td>Salt Lake City</td>
<td>UT</td>
<td>84116</td>
<td>USA</td>
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<tr>
<td>2</td>
<td>3B Yoga</td>
<td>9290</td>
<td>Standard</td>
<td>01/11/2013</td>
<td>01/11/2023</td>
<td>Jessica Holmes</td>
<td>4001 N. Univers...</td>
<td>Provo</td>
<td>UT</td>
<td>84694</td>
<td>USA</td>
<td>0 / 1 / 0</td>
</tr>
<tr>
<td>3</td>
<td>3M Company</td>
<td>9732</td>
<td>Standard</td>
<td>07/31/2013</td>
<td>07/31/2023</td>
<td>Ryan Wisnieski</td>
<td>6801 River Plac...</td>
<td>Austin</td>
<td>TX</td>
<td>78726</td>
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<tr>
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<td>9802</td>
<td>Standard</td>
<td>09/13/2013</td>
<td>09/13/2023</td>
<td>Brad Bacigalupi</td>
<td>500 S 100 W</td>
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<td>Standard</td>
<td>06/10/2009</td>
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<td>Judge Robert Fa...</td>
<td>450 S. State St...</td>
<td>Salt Lake City</td>
<td>UT</td>
<td>84111</td>
<td>USA</td>
<td>0 / 1 / 0</td>
</tr>
</tbody>
</table>
Agreement Detail Window

Click on the information icon to open the Internship Master Agreement Detail window. The Internship Master Agreement Detail window contains 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.
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.
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A notification email will be sent to the student.

Coordinator Review & Endorsement

The coordinator will orient the student to the internship application process.

The coordinator will verify that there is an IMA on file for the Internship Provider.

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