Student Guidelines for Exceptions Documentation
President’s Council Exception for Intern
Working in a Family Business or with a Family Member in Business

These guidelines must be followed when submitting documents for an internship exception. All documents should be written in essay format. ALL points noted should be addressed.

The following two items must be submitted before your internship will be approved for registration:

☐ Business Confirmation from the Business Owner
  Type-written, essay-format document must contain the information below, and be signed by a business owner
  • Outline of business which includes: name of business, type of business or product(s) sold, number of years in business, number of employees at internship location, number of locations, franchises, etc.
  • Relationship of student to family member or business owner
  • Name and email address of intern’s direct supervisor or chain of command
  • Details as they pertain to the student’s duties and responsibilities for the internship, how they will fit into daily operations, including business objectives, goals and desired outcomes for the intern

☐ Signed Confirmation letter from LOCAL outside mentor
  (Mentor must be: non-relative, outside of business, no BYU employees or faculty members, etc)
  • Name, title, and background of person writing confirmation letter, and connection to student.
  • Statement agreeing to oversee the intern, and ensure the intern is applying correct principles in their work
  • Note of how often they plan on meeting with the intern. Meeting must be face-to-face, at least every other week (phone meetings or long-distance supervision is not allowed).
  • Mentor’s contact information: address, city/state, phone and email address

The following item must be submitted at the conclusion of your internship, and is required in order to receive credit and a grade:

☐ Journal
  Daily (or a minimum of weekly) the intern should journal their work experience, how they are reaching their goals and objectives, how they are applying coursework on the job, what went right/wrong, what they are learning through their experience, etc
  Note: If a journal is required by the department, only one journal is required, a copy should be sent to the Internship & Career Services Office).

Additional Information

These items are part of the approval process, and do NOT take the place of any syllabus, coursework, homework or assignments given to you by your Department Internship Coordinator.

You will need to ensure you have a copy of the course syllabus from your coordinator, and turn in all assignments during your experience.

Failure to do so can result in loss of credit and/or grade.