Student Guidelines for Exceptions Documentation
President’s Council Exception for
Self-Employment / Own 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:

☐ Extensive business plan
   Must include organizational information, detailed business objectives, goals, and desired outcomes.
   • Name and location of business, number of locations/franchises
   • Management team
   • Operational outline, statement of purpose, business overview, marketing plans, etc.
   • Direct and indirect competition, product, pricing, promotion, distribution
   • Overview of finances and financial backing
   • Goals and objectives
   
   NOTE: A sample business plan may be obtained from the Internship & Career Services Office

☐ Signed Confirmation letter from LOCAL outside mentor
(Mentor must be: non-relative, outside of business, no BYUI employees or faculty members, etc)
   • Name, title, and background of the 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.