Internship Considerations

- Does the internship provide an opportunity for you to develop and gain new skills beyond learning in the classroom that will be marketable upon graduation?
- Do you see yourself working long-term for this company or a similar company?
- Will the internship be with a legitimate business in which the experience itself is marketable to future employers?
- Will you have a mentor within the organization as well as other networking opportunities?

IDS398R | Internship Experience

- IDS 398R is a 1-credit internship course
- Work at least half of an academic semester (7 weeks)
- 10 hours/week minimum
- Complete a minimum of 100 hours of work
- Have a full-time professional mentor/supervisor during the internship

Additional Requirements

- Internships must provide students with experience in their chosen concentration. When possible, the internship should also incorporate other degree elements (minors and clusters)
- Have a class standing of at least 70 credits
- No direct sales companies

How to Register Your Internship

1) Go to the following website and click on the link Internship Approval Form: https://iplan.byui.edu
2) From the home page, click on “internship approvals” at the top of the screen
3) Click “Create an Internship Request” and fill out the form. Make sure you submit your request when you have completed the form.

The Process

1) Submit your application, it will be sent to your Faculty Internship Coordinator, and a master agreement will be sent to your employer
2) Faculty Internship Coordinator reviews and approves for University & Department requirements
3) Internship Application is sent to processing to check for a master agreement
4) Master agreement is received, authorization email is sent to the student

Internship approval questions: idsinternships@byui.edu
Registration or master agreement questions or problems: internships@byui.edu or call 208-496-9827
For more information go to: http://www.byui.edu/internships
Student,
Below is a list of resources to assist in your job/internships and to aid in your networking. Please let me know if you have any questions.

Internship/Career Networking Resources:

1. Career Navigator
   BYU-Idaho’s official database for internships and jobs
   https://byui-csm.symplicity.com

2. Alumni Network
   BYU-Idaho’s alumni database. Search for alumni by location, major, industry, company, etc. to find contacts to network with.
   http://www.byui.edu/alumni

3. Career Services Area Coordinators
   Volunteers from 11 different cities across the country dedicated to help students develop contacts and opportunities.
   http://www.byui.edu/career-services/networking/area-coordinators-missionaries

4. LinkedIn BYU-Idaho Official Group
   The official BYU-Idaho Linkedin group with over 12,000 members.

5. LDSjobs.org
   Links to thousands of jobs and internships.
   LDSjobs.org

For any questions on how to use these resources please feel free to visit the Career Networking Center in Manwaring Center 127A or by contacting them at careerprep@byui.edu (208) 496-9823.