

INTERNSHIP APPROVAL

Table of Contents

Default chapter	3
Internship Approval Frequently Asked Questions	4
What is Internship Approval?.....	5
How do I create an internship request?	6

Default chapter

Internship Approval Frequently Asked Questions

What is an Internship Approval?

It is a process you need to complete to get your internship approved. It is also the first step to register for your internship.

Do I have to do an internship?

Not every student is required to do an internship. If you want to know if your major requires an internship please click [here](#) to see who is your Faculty Internship Coordinator. He will let you know if you need an internship or if there is something else you can do.

What will happen after submitting my Internship Approval?

Your Internship Approval Form will then be sent to your Faculty Internship Coordinator for review and approval. An email will be automatically sent to your experience provider requesting that they review and accept our Master Internship Agreement.

You can check the progress of your approval on I-Plan in the Internship Approval section.

What is Internship Approval?

Is the form you need to complete on I-Plan to approve your Internship. To get more information about Internships please click [here](#). You can also see the steps you need to complete here below.

I-PLAN
Internship Registration Process

1

STUDENT

- Find Internship
- Complete Approval Form on I-Plan
 - Login using your Net ID and Password
 - Click on "Internship Approval" on the upper navigation bar
 - Select "View Internship"
 - Select "Create an Internship Request"
 - Fill out all required information and then hit "Submit" found on the bottom of the page
 - Your Internship Approval Form will then be sent to your Faculty Internship Coordinator for review and approval.
 - An email will be automatically sent to your experience provider requesting that they review and accept our Master Internship Agreement
 - You may return to the link provided below to follow the progress of your internship approval and registration.

2

EXPERIENCE PROVIDER

- Accepts BYU-Idaho Master Internship Agreement

3

FACULTY COORDINATOR

- Reviews and may request additional information.
- Approves through I-Plan (an email will be sent to student notifying them that they are approved to register for course).

4

STUDENT

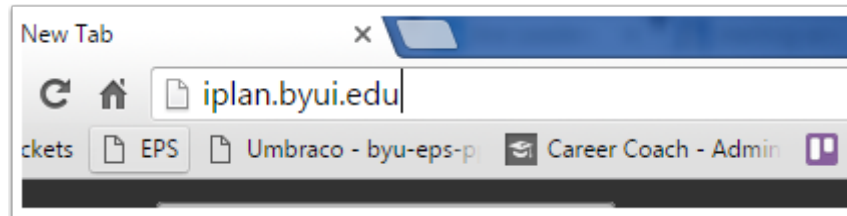
- Registers for course after receiving authorization emails.

Questions regarding this process may be directed to internships@byui.edu or 208-496-9827.

I-PLAN INTERNSHIP APPROVAL FORM

How do I create an internship request?

Access I-Plan



Enter <https://iplan.byui.edu> in your browser's address bar and log in using your BYU-Idaho username and password

Internship Approval

Click Internship Approval

BYU-Idaho Online Knowledgebase

Welcome to I-PLAN



ACADEMIC PREPARATION

This module helps user to be strong in the basic subjects like Maths, Reading, Writing etc



CAREER EXPLORATION

Learn how your interests align with potential careers



CLASS PLANNING

Plan all of the courses you need from your first semester through graduation



HANDSHAKE

Search available jobs and internships posted for BYU-Idaho students.



CAREER PREPARATION

Prepare for a career or graduate school by taking advantage of BYU-Idaho resources.



INTERNSHIP APPROVAL

Request approval for your internship

Create Request

COMPANY/REQUEST ID

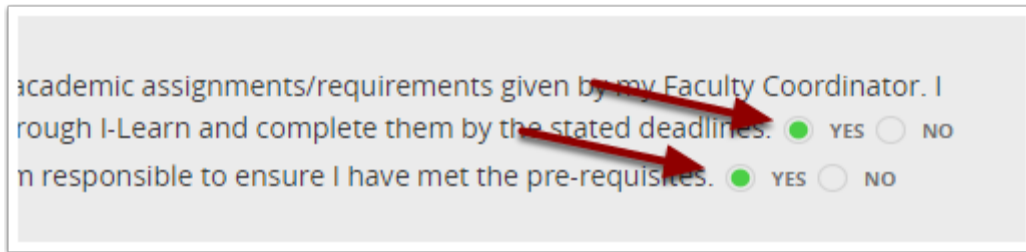
B398 TEST Internship
100032

B398 TEST Internship
100030

+ Create an Internship Request

Click Create an Internship Request

Complete the Form



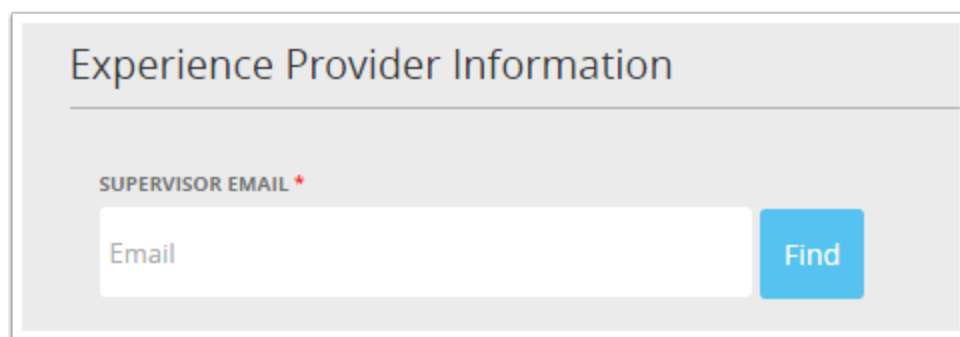
academic assignments/requirements given by my Faculty Coordinator. I

rough I-Learn and complete them by the stated deadlines. ☒ YES ☐ NO

n responsible to ensure I have met the pre-requisites. ☒ YES ☐ NO

Two red arrows point from the text "by my Faculty Coordinator" to the first radio button, and from "by the stated deadlines" to the second radio button.

In the required fields listed below Experience Provider, make sure to first enter the Supervisor Email and click the blue Find button. If the Supervisor is already in I-Plan, the information will automatically be entered. If not, you can now enter their information into the required fields.



Experience Provider Information

SUPERVISOR EMAIL *

Email

Find

BYU-Idaho Online Knowledgebase

INTERNSHIP START DATE *

INTERNSHIP END DATE *

COMPENSATION *

SELECT

TOTAL WEEKLY HOURS *

Total Weekly Hours

TOTAL ANTICIPATED HOURS *

Total Hours

I have read and agree to the [BYU-Idaho Internship Terms & Conditions](#) ☒ YES ☐ NO

Complete the form, making certain to note the following items:

1. Click **Yes** acknowledging the academic assignments statement and the prerequisites statement
2. There must be at least 7 weeks between internship start date and internship end date
3. You must work at least 10 hours per week
4. You must work at least 70 hours over the course of your entire internship
5. Click Yes acknowledging that you have read the **BYU-Idaho Internship Terms and Conditions**

What's Next?

Once you have submitted your Internship Approval form, it will be reviewed by your department faculty coordinator. He or she will make sure that your job duties meet the academic requirements of an internship for your major. If everything is in order, your department faculty coordinator will approve the internship request and one of two things will happen:

BYU-Idaho Online Knowledgebase

1. If a Master Internship Agreement (MA) is on file with the BYU-Idaho Internship & Career Services office, you will be authorized to register for your internship
2. If no MA is on file with the BYU-Idaho Internship & Career Services office, I-Plan will notify both you and your internship provider that an MA is required and send a link to the provider so that they can complete the MA.

Once the MA is on file, you will receive final authorization to register for your internship. For more information about the MA, please contact the Internship & Career Services office at (208) 496-9800.