

INTERNSHIPS WITHIN THE UNITED STATES
IRA A. FULTON COLLEGE OF ENGINEERING
BRIGHAM YOUNG UNIVERSITY

INITIAL INFORMATION SHEET- This form must be typed

STUDENT INFORMATION

Name: _____ ID#: _____
Major: _____ Current Phone: _____
Full permanent address: _____
Current E-mail: _____

While on Internship

Address: _____
Phone: _____ E-mail: _____

Internship Policy: "Students may not receive grades or internship credit under the supervision of any immediate family members (spouse, parent, child, sibling, grandparent, aunt, uncle, first cousin, corresponding in-law, or "step" relation). In addition, students may not fulfill internships for organizations owned or managed by any immediate family members. Additionally, students may not intern as a self-on-site supervisor or intern for another student."

I confirm that my internship complies with the internship policy listed above. Yes No

COMPANY INFORMATION

Company name: _____
Full address: _____
Supervisor: _____ Phone: _____
Supervisor's e-mail: _____
Starting date: _____ Ending date: _____

This internship is: (paid/unpaid)

REGISTRATION INFORMATION

Course Name and Number _____
Registered for semester/term: _____ Year: _____
Number of internship credit hours: _____ Number of internship working hours: _____
Are you an international student? Yes No

IMPORTANT: You must work 60 hours at your internship per credit hour (MFG 399R students must work 180 hours per credit, and TES 399R students must work either 96 paid hours per credit or 48 non-paid hours per credit). **Work hours must be completed between the first and last day of classes of the term/semester for which you are registered.**

JOB DESCRIPTION

Are you an unmarried, undergraduate student? Yes No

If you answered YES, and you are NOT living in BYU approved housing during your internship, go to MyBYU > Communication > Personal Information > Contact and update your residential address to your address during your internship. Check here once this is complete:

**If you are not living in BYU approved housing, that is not a problem, we just need to know so the Off-Campus Housing Office does not give you a fine.