Student Instructions
Internship Registration and Management Flowchart of Responsibilities

International Internship

If the internship is international or involves international travel, the student does not need to complete the IRAMS student internship application, but should contact the Kennedy Center for internship approval and course registration.

Domestic Internship

Students will complete the online Student Internship Application. Students will receive an e-mail notifying them that their application is under review.

Coordinators will receive an e-mail notifying them that an Internship Application has been added to their queue. The coordinator will approve or deny the internship. Students will receive an e-mail notifying them of their coordinator's decision.

Second Approver

If the internship course has a Second Approver the Second Approver will receive an e-mail notifying them that an Internship Application has been added to their queue. They will approve or deny the internship. Students will receive an e-mail notifying them of the Second Approver's decision.

If the internship is approved by the coordinator, the Student Application will then be added to the Internship Office's queue. The Internship Office will approve or deny the application. Students will receive an e-mail notifying them of the Internship Office's decision.

Flag will be removed, and students will be able to add their internship course through AIM.

International Student

International Students must then visit the International Services Office, once they have enrolled in the internship course.

Student Steps

Students may access the system through three methods. First, students may try to add their designated internship course through the AIM registration system; their internship course will be flagged until their internship has been approved and AIM will automatically redirect them to the IRAMS system. Or, students may click on the "Internship Application" button located on the Internship Office home page (saas.byu.edu/intern) which will take the student to the Welcome Page of the IRAMS system. Finally, students may access the system by logging in to Route Y and typing "Intern01" in the Quick URL box.

If the student attempts to add the course in AIM and has not completed the Internship Application, they will need to click on the hyperlink in the header to take them to the Internship Application.

The student may also access the Internship Application through this link on the Internship Office home page (www.byu.edu/intern).

Finally, the student may access the Internship Application by typing "Intern01" into the Quick URL box on the BYU home page. The student must be logged in to Route Y.

Student Welcome Page

Welcome to the Student Internship Application

- **Students whose experience involves international travel (outside of the 50 United States) do not need to complete this IRAMS student application**, but instead must complete requirements for International Study Programs at the David M. Kennedy Center International Studies.
- Students whose Internship Residential Contact Information changes, must return to this site and update it.
- Students who are not U.S. citizens must also receive clearance from the International Services Office.
- Students who wish to apply their scholarship to their internship semester or term should contact the Scholarship Office to reduce the minimum credit requirements.
- Students must be a day continuing student for the selected semester or term in order to register for an internship.

Students should make sure to read through these criteria and follow the outlined steps if any circumstances apply to them.

Personal Information
Students whose personal information has changed should update the changes through RouteY.

Name: **Stud, Joe**
Major:
Citizenship: **???**
Email:

YOU **MUST** READ AND AGREE TO ABIDE BY THE TERMS IN THE STUDENT AGREEMENT.

☐ acknowledge that I have read the student agreement, understand it, and agree to abide by the terms and conditions.

Summer 2010 Please select the semester/term and year in which you will participate in the internship experience. You must complete this information for every semester or term in which you will participate in an internship.

Students should read the Student Agreement and check the box acknowledging that they have read it and agree to its terms.

Students should select the year and term they wish to complete their internship. Press the "Continue" button to proceed.

Student Application

After pressing the "continue" button on the Welcome Page, students will be taken to the following internship application. Students should fill out as much information as possible. If there is information that the student does not have upon filling out this form, they may save changes and proceed through the application. The student cannot receive final approval until all of the information is provided. Once students have the adequate information to finish completing their application they may return to their application to update it by clicking on the "Edit/Update" button on the Welcome Page of the application.

Student, Joe - [joestud] - 95-999-6322 - 27 Dec 1934 - Male - Masters Degree Completed - Non-Employee

Fall 2009 Student Internship Application

Internship Residential Contact Information

How you can be contacted in an emergency WHILE YOU ARE ON YOUR INTERNSHIP. This will not change your university information.

Country: United States of America		
Address Line 1:	*Address Line 2:	
City:	State:	Zip:
Email:	Phone:	

Save

> Students should fill out their contact information for the duration of the internship. This information will not be shared with anyone or used for any purpose except in the case of an emergency. This will not change students' personal information in Route Y, that is a separate process. Make sure to click the "Save" button before proceeding to the Internship/

> Experience Provider Information section. International Internships are handled through the Kennedy Center, so if a student changes the country a pop-up box will appear directing them to contact the Kennedy Center for internship approval and course registration; the IRAMS Student Application is not required for these students.

Internship/Experience Provider Information

To have your internship considered for approval by your Department Internship Coordinator, provide the following information about the Experience Provider. You may add multiple Experience Providers.

Experience Provider: MSNBC		
Address Line 1: 34 Rockefeller 33rd Fl.	*Address Line 2:	
City: New York	State: New York	
Zip: 98664	Country: United States of America	
Contact Name: Beth Zimmerman	*Web Site: www.msnbc.com	
Contact Email: beth_zimmerman@msnbc.com	Phone: 825-956-9862	
Start/End Date: 09/07/2009 - 12/15/2009 (mm/dd/yyyy)		

Save Add Delete

> This section requires students to enter the contact information of the experience provider. The fields marked by an asterisk are not required, but all other fields are required. The system will allow students to enter a start date that is prior to the date they are completing their Internship Application;

> however, the hours worked prior to their official internship course enrollment will not be counted towards their required work hours per credit enrolled. Students can fill out one application for multiple semesters or terms if the end date of the internship extends beyond the final day of the semester or term for which they are filling out the application. The "Add" button allows students to enter the information for multiple experience providers if students will be interning with multiple providers during the same semester or term. Again, click the "Save" button before proceeding to the Class Credit section.

Class Credit

Select the appropriate internship class (enrollment will occur after approval by your Department Internship Coordinator).

Experience Provider: MSNBC	Internship Coordinator:	
Internship Classes: Select	Selected Class:	

Save

Optional: Please describe your potential internship opportunity or any other information you would like to convey to your Internship Coordinator.

Save Add Delete

> Once the student has saved the information from the Internship/Experience Provider Information section, the experience provider will automatically be filled in under the Class Credit section. Students must then select their internship class from the drop-down menu (by

> clicking the down arrow and selecting a course). Once they have selected the course their assigned internship coordinator will be automatically posted in the "Internship Coordinator" field and their class will be posted in the "Selected Class" field. Make sure to click the "Save" button before moving on to the Submit Application section. Students can provide provide a description of their internship for their coordinator if they choose or if the coordinator requires it. This field is optional and has a character limit of 1000.

Class Credit

Select the appropriate internship class (enrollment will occur after approval by your Department Internship Coordinator).

Experience Provider: MSNBC	Internship Coordinator: Laurie Wilson	
Internship Classes: ACC 599R 001-Academic Internship	Selected Class: ACC 599R 001-Academic Internship	

Save

> Once students have selected their class, the completed fields will look like this.

Submit Application

Enter as much of the requested information as possible before meeting with your Department Internship Coordinator. After you submit your Internship Application you must contact your Internship Coordinator to have your Student Internship Application approved. Your Internship Coordinator's email address and phone number will be shown on the welcome screen.

Submit Application for Processing

Welcome Page

> The student should read the information given and click the "Submit Application for Processing" button. Pressing the submit button saves all fields. Students should not submit their application until they have filled in all required fields.

BYU.EDU ▸ Route Y ▸

Student, Joe - [joestud] - 95-999-6322 - 27 Dec 1934 - Male - Masters Degree Completed - Non-Employee

Welcome to the Student Internship Application

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- Students who wish to apply their scholarship to their internship semester or term should contact the Scholarship Office to reduce the minimum credit requirements.
- Students must be a day continuing student for the selected semester or term in order to register for an internship.

Personal Information

Students whose personal information has changed should update the changes through RouteY.

Name: **Student, Joe**   Citizenship: **Germany**

Major: Email: **adrienne_chamberlain@byu.edu**

YOU **MUST** READ AND AGREE TO ABIDE BY THE TERMS IN THE STUDENT AGREEMENT.

☑ I acknowledge that I have read the student agreement, understand it, and agree to abide by the terms and conditions.

New Internship | Fall 2009

INTERNSHIP/EXPERIENCE PROVIDER	CLASS CREDIT	INTERNSHIP COORDINATOR
MSNBC	ACC 599R 001-Academic Internship	Laurie Wilson: Phone:801-422-3321 Email:laurie_wilson@byu.edu Office:320 BRMB

Edit/Update

Once students have submitted their application for processing, the Welcome Page will then look like this with their coordinator's contact information. If a student wishes to complete a new application for an additional semester or term they can click on the "New Internship" tab.

IRAMS Frequently Asked Questions

General IRAMS Information

What does IRAMS stand for?

IRAMS stands for Internship Registration and Management System.

Why are students required to fill out an IRAMS application?

In order to register for an internship class, each student is required to fill out an IRAMS application to give the university more information about the internship experience and to provide contact information for the university to reach students in case of emergency. Once the IRAMS application is completed and has been approved both by the department internship coordinator and the University Internship Office, the flag on the internship course will be lifted, enabling the student to enroll for the course through AIM.

Student Questions

How does a student edit their application once they have submitted it or navigated away from it?

A student can always return to their application to make changes (whether their application is still in progress or has already been submitted). To edit the application, the student should open the application for the semester or term they would like to edit, edit the information and click the "save" button beneath each section they edited. If the application has already been submitted these changes will appear immediately for the internship coordinator. For more information about accessing the student application see the Student IRAMS Instructions.

What if a student doesn't know where he/she will be living during the internship at the time of filling out the IRAMS application?

The IRAMS system was created to keep track of students' residential contact information so they may be contacted by the university in case of an emergency. Having correct residential contact information is therefore crucial to the application. If a student does not know where he/she will be living during the internship, current contact information should be provided so that the student may move forward with the registration process. However, once the student knows this information, he/she must reopen the application, change the

residential information and save the form.

If a student completes the IRAMS application, gets it approved by the coordinator and the Internship Office but then changes plans and decides to do an internship with a different experience provider what does the student need to do?
First, they need to contact their department internship coordinator to confirm approval of the new experience. The student will then need to reopen his/her IRAMS application and update the experience provider section, as well as any other field that may need to be changed. Save each section of the application and email the internship coordinator to let him or her know the IRAMS application has been revised. .

If a student has already completed an application for a semester or term and they want to complete an additional application for a separate semester or term, what should they do?
When the student uses the Quick URL to search for Intern01 usually their most recent application comes up. At the bottom of the application is a button called "welcome page" that will take the student back to the welcome page. At the bottom of the welcome page the student can then select a new semester or term to create an application. This new application will be added as a tab on their Welcome Page.

How can a student delete an application?
Currently applications cannot be deleted from the system. Students can update their application and save changes. If the application has already been submitted and the student no longer wishes to complete the application they can contact their Department Internship Coordinator who can then deny the application.

What does a student do if there is no submit button at the end of the application?
Contact OIT at 422-4000 to report the problem and receive further assistance.

Once a student completes the IRAMS application is the registration flag only removed for that semester or term?
If the start and end dates of the internship extend to multiple semesters then once the application is approved the flag will be removed for all corresponding semesters or terms.

What should a student do if they aren't able to edit the class credit section?
Likely they haven't saved the above sections. Double-check that the residential information and experience provider information has been saved by pressing the "save" button under each section.

What if the student has completed their application, but it doesn't show up on the coordinator's queue?
The student should first double-check that the application is complete. Even if a student has received an e-mail that the application has been submitted, if it is not showing up in the coordinator's queue, likely the class credit section has not been filled out. Reopen the application, select the correct internship course, and save the section. If this still doesn't solve the problem, the student or coordinator will need to call OIT at 422-4000 to report the problem and receive further assistance. Review the IRAMS Student Instructions to make sure you have completed the application properly.

Can the Internship Office adjust the number of students who can enroll for an internship class on AIM?
No, class size is set on the department level.

What should a student do if the application won't allow them to select a class even if the experience provider information has been completed, saved, and shows up in the class credit section?
Contact OIT at 422-4000 to report the problem and receive further assistance.

What should a student do if their coordinator is out of town and not available to approve applications?
Contact the department to see if there is another available faculty member to approve applications in the coordinator's absence. The department can contact the Internship Office (801-422-3337) to get the designated

coordinator for a specific section changed so that student registration is not held up.

Do students completing an international internship need to complete the IRAMS student application?
No. Students doing international internship work with the Kennedy Center and their department internship coordinator to get internship approval and to register for internship credit.

What if a student receives an email saying that they are an international student when they are not an international student?
The emails sent out by IRAMS are automatic emails--if you have received a wrong email it is because of a glitch in the system. If you are not an international student you do not need to meet with the international services office; you can disregard the email and register for the internship course as usual through AIM BYU online registration.

What if a student has received an email from the internship office notifying them they can register, AIM registration shows an "A" next to the class, but they are still unable to add the course?
The IRAMS system merely removes the flag from the course allowing the "A" to show up in registration. Please contact the registration office (801-422-2824) for further problems.