

# College of Life Sciences

## Internship FAQs

These pages give general guidance about internships. Please contact your major department internship coordinator for specific questions.

### How do I find an internship?

#### Timing is everything!

1. Start searching for an internship 6-9 months before you wish to enroll. For example, for a summer experience, conduct your search during Fall semester, and keep track of your discoveries.
2. Update your resumé and ask for letters of recommendation during Christmas break.
3. Apply, Apply, Apply by January 31<sup>st</sup>! (at least 10 applications!)

#### Where to search:

- ❖ Look at the *Past Internships* database and read intern reviews [here](#)
- ❖ Look at the *Find an Internship* database [here](#)
- ❖ Look at the links at the bottom of [this website](#)
- ❖ Ask professors for ideas
- ❖ Conduct Google searches
- ❖ Ask fellow students and TAs for ideas
- ❖ Ask people in your home ward for ideas
- ❖ Conduct a LinkedIn search for BYU Alumni in your field
- ❖ Set up Informational Interviews with professionals in your field

### How can I earn credit and contact the correct Internship Coordinator?

There are several different internship courses in the College of Life Sciences. Please read the information below to decide which course works for you and your experience.

- **EXSC 399R**  
Required for Exercise & Wellness majors. For information, see <https://exscinterns.byu.edu/students> before contacting internship coordinator. Spring/Summer semester enrollment is not available. Instead, enroll in both Spring term and Summer term.  
**Internship Coordinator:** Linda Dunn, [linda\\_dunn@byu.edu](mailto:linda_dunn@byu.edu)
- **HLTH 496R**  
Required for Public Health majors. For information, see <https://hs.byu.edu/Undergrad-Internships> before contacting internship coordinator.  
**Internship Coordinator:** Stephanie Lutz, [stephanie\\_lutz@byu.edu](mailto:stephanie_lutz@byu.edu)
- **LFSCI 199R**  
Non-research internship for Life Sciences majors only. Experiences must be related to your Life Sciences major, and include shadowing, volunteering, or working a job. Pass/Fail grading. For Syllabus and application, see <https://lifesciences.byu.edu/internships/> before contacting internship coordinator.  
**Internship Coordinator:** Gale Larson, [gale\\_larson@byu.edu](mailto:gale_larson@byu.edu)
- **MMBIO 399R**  
Research-based internship for MMBIO majors. For approval and instructions, email Dr. Kim O'Neill naming your Experience Provider, describing your proposed research experience, and giving start/end dates.  
**Internship Coordinator:** Dr. Kim O'Neill, [kim\\_oneill@byu.edu](mailto:kim_oneill@byu.edu)

- **MMBIO 496R**  
Required for MLS majors. For approval and instructions, contact Dr. Ryan Cordner.  
**Internship Coordinator:** Dr. Ryan Cordner, [ryan\\_cordner@byu.edu](mailto:ryan_cordner@byu.edu)
- **NDFS 399R**  
Research-based internship for NDFS majors. For information, contact appropriate internship coordinator.
- **Dietetics:** Sarah Bellini, [sarah\\_bellini@byu.edu](mailto:sarah_bellini@byu.edu)
- **Food Science:** Frost Steele, [frost\\_steele@byu.edu](mailto:frost_steele@byu.edu)
- **Nutritional Science:** Chad Hancock, [chad\\_hancock@byu.edu](mailto:chad_hancock@byu.edu)
- **PDBIO 399R**  
Research-based internship for PDBIO majors. For approval and instructions, email Dr. Jeff Barrow, naming your Experience Provider, describing your proposed research experience, and giving start/end dates.  
**Internship Coordinator:** Dr. Jeff Barrow, [jeff\\_barrow@byu.edu](mailto:jeff_barrow@byu.edu)
- **PWS 199R**  
Non-research internship required for Landscape Management majors. For approval and instructions, email Earl Hansen.  
**Internship Coordinator:** Earl Hansen, [earl\\_hansen@byu.edu](mailto:earl_hansen@byu.edu)
- **STDEV 399R**  
Non-Life Sciences majors can enroll in this course for a health-related internship. Pass/Fail credit sponsored by the Pre-professional Advisement Center. For approval and instructions, email Amber Collins.  
**Internship Coordinator:** Amber Collins, [amber\\_collins@byu.edu](mailto:amber_collins@byu.edu)

## What is a Master Agreement?

Because BYU carries liability insurance on each intern earning credit, the Master Agreement is the signed agreement between the Experience Provider and BYU in order to meet the requirements of the insurance carrier. If you do not find a Master Agreement from your Experience Provider on the [BYU IMA database](#), go here for a [blank Master Agreement](#) to send to your Experience Provider. Email the signed Master Agreement to [internship@byu.edu](mailto:internship@byu.edu).

## Can I get credit for something I did last summer?

No. Because you must be enrolled in the appropriate internship course before you can start counting hours to fulfill the requirements for the course, you may *not* earn credit for a past experience.

## Can I add internship credit after the add/drop deadline?

Yes. Internship courses can be added after the add/drop deadline, provided you can still fulfill your hours on the experience within the semester/term in which you are enrolled to fulfill the requirements for the course. Your Internship Coordinator can help you if you have questions.

## Can I start the internship before registering for the class?

No. You cannot start counting your experience hours to fulfill credit hours until you are registered. Some providers, such as Intermountain Healthcare internships require interns to be registered for an internship course prior to beginning the experience.

## Why am I not registered for the internship course, yet, when I already submitted the IRAMS?

You may have unfulfilled Student Obligations, such as results from a criminal background check, a drug screening, and/or updated immunization records. Please go into your IRAMS application and click on "Student Obligations." The results can be digitized and uploaded to your IRAMS, or taken to the BYU Internship Office in 5435 HBLL. You may email [internship@byu.edu](mailto:internship@byu.edu) or call 801-422-3337 with questions.

## For my international internship experience, which internship class do I add?

If your experience is an official BYU International Study Program (ISP), then the Program Director has already designated your course choice possibilities for you. If you are doing an Individual Experience, you will work with the Life Sciences Internship Coordinator to determine for which course your program qualifies. Visit <https://kennedy.byu.edu/isp/> to find Life Sciences International Study Programs.

## Where can I get funding?

- ❖ Go to your Department office and ask to apply for Experiential Learning funds.
- ❖ If your experience is international, go to the BYU International Study Programs office in 237 HRCB. (You must be enrolled in credit to qualify.)
- ❖ Once you have been approved for an internship, apply for a College Internship Grant [here](#). (Top navy blue bar, "Grant Application").
  - To receive college funding, you must first receive funding from your major department. Filling out the grant application will get you started. The college will match the department funds up to the following amounts:
    - \$200 domestic (\$400 total max.)
    - \$300 Mexico/South America (\$600 total max.)
    - \$400 Europe (\$800 total max.)
    - \$550 Asia, Africa, Samoa (\$1100 total max.)
- ❖ Ask for funding assistance for Christmas and birthday instead of gifts. 😊

## How do I receive the funds if I am approved for a college internship grant?

Once you have been notified that you will receive an internship travel grant, you must register for internship credit in your department.

Next, you will print out the Grant Application Summary form (the link to the form is found in your approval email), sign it, and bring proof of internship registration to your major department. The department will forward these forms to the Dean's Office Controller to issue the award.

The funds will be deposited into your MyBYU account through My Financial Center. **REMEMBER! The process to award you funds will *not* begin until you submit the signed form!**

The funds will first automatically pay any outstanding fees owed to BYU. Then you can bring the remaining amount (or all of it, if you had no fees) to your personal bank account by setting up a Student Refund account. If you do not set up a Student Refund account, a check will be mailed to the mailing address you have in MyBYU.