

# FAQ's

## **Where do I start my internship process?**

You begin and end your internship process in Career Services with the Experiential Education Program Manager.

## **When can I do my internship?**

1. Internship requirements for approval:
2. Student must have a declared major field of study
3. Student must have 60 or more credit hours
4. Student must have 9 or more credit hours in major field of study, with at least one 300-level course.
5. Student must be in good academic standing
6. Student must have a GPA of at least 2.0

## **What are the internship deadline dates?**

Summer Term - March 30

Fall Semester - August 31

Winter Semester - October 31

## **What is the length on an internship?**

It varies, but for BYU-Hawaii students internships are generally 8-12 weeks.

## **How many work hours must I complete for an internship?**

Work experience per internship credit is 60 hours of work equals one (1) credit hour (i.e., 3 credit hours = 180 work hours minimum).

## **How many credit hours will I be registered for my academic internship?**

Internships cannot be less than two (2) and not more than six (6) hours of university credit. The maximum internship credit in a term is three (3) hours. The maximum total for internship credits is six (6).

### **Is there anything I need to prepare for my internship?**

To receive internship pre-approval, a student must have completed a professional resume and mock interview. Career Services has counselors that can assist with the resume and mock interview. If going internationally, students are responsible for obtaining their own visas.

### **Do I have to pay tuition for an academic internship?**

Yes, half tuition is due for an academic internship. (You will keep your campus benefits)

### **Can my internship with Disney fulfill an academic internship in my major?**

Disney internships must have the approval of your department chair to continue the internship process for academic credit.

### **Who do I contact for a criminal background check?**

Contact the Criminal Justice Data Center. The local number is 587-3100, and the address is 465 S. King Street, Suite 101, Honolulu, Hawaii.

### **Can I do another internship?**

Yes\*, to be eligible for a 2nd or End of Program Internship:

Completed coursework in:

- 9 semesters (for US internship)
- 10 semesters (for internship in home region)
- Current Bishop's Endorsement
- Faculty Recommendation/Support
- Opportunity clearly related to major and/or is career enhancing

\*IWORK students can only receive benefits for one (1) internship

### **How do I make the most of my internship experience?**

Maximize your time on the job! Be responsible. Take initiative. Be self-sufficient. Observe company culture. Learn about the business. For more information on how to maximize your time at the internship, read Christina Richardson's article, [Make the Most of Your Internship](#) on Wetfeet.com's internship resources page.

- [Internship Do's and Don'ts](#)
- [Making the Most of Your Internship](#)

### **What do I do when the internship is over?**

Express your appreciation to the employer. Say thank you! Write a thank you note. Stay in touch.

Evaluate your experience. What did you learn? What projects or assignments did you complete? How did you contribute to the organization? How will you describe your experience to potential employers? What does this tell you about your future career path? Has this experience helped you more clearly define your career interests?

### **For Employers: What are the expectations?**

1.The intern should be closely mentored by a manager. The intern's work:

a. Is project based

OR

b. is managerial in nature. the intern manages people, a program, or a process.

2.The internship should be a learning experience with structured feedback. The feedback is periodic and documented (in writing) by a full time manager. Interns understand who they will report to (name, title), the number of hours worked/week, and the expectations of the position.

3.The internship includes transferable knowledge, skills, and abilities the intern will gain which complements their academic learning.

### **What sources are available to help me identify potential internship opportunities?**

- Your academic department
- The Career Center
- Your network of contacts, including family, friends, BYU Hawaii alumni, LDS church members and more

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### **When do you start planning for internships?**

Each employer has its own application process so find out what the application procedure is for each individual internship in which you are interested. When is the deadline? (Note: Many summer internship programs, especially those for the banking and financial services sector and also many in US government departments or agencies, have a fall deadline.)