

# Chemical Engineering Department Approval of an Internship for Class Credit

## Department and University Policies:

1. Internships must be technical and in the field of chemical engineering to get credit. For international students the employer must be a recognized engineering company because of U.S. visa requirements.
2. [Lavdie Huff](#), the department internship coordinator, must approve the internship. That's what this form is for.
3. You get 1 credit hour for every 400 hours of on-the-job experience (e.g. 10 weeks of 40 hrs/wk). A maximum of 1 credit is given for any one semester or combined spring-summer term.
4. You must register for ChEn 199R before starting your internship. You may not begin counting hours worked until you are registered for this course.
5. You must register for ChEn 199R during the semester or term corresponding to the *start* of the internship. You cannot get credit for an internship that you have done in the past—no exceptions.

## Procedures:

1. Send a copy of your offer letter to Lavdie Huff. ([lavdie\\_huff@byu.edu](mailto:lavdie_huff@byu.edu).) This offer letter must contain a job description. If it does not, please contact your company and have them email an outline of your duties and responsibilities.
2. Verify there is a legal document known as an *internship master agreement* between BYU and the company. Search for the company name [http:// link.byu.edu/intern07](http://link.byu.edu/intern07). The agreement must be for your internship location or for company headquarters. It must be a "standard" agreement and not a "student specific" agreement.  
(If there is not a complete master agreement for your company and location, you may download the BYU Internship Master Agreement at [https:// intern.byu.edu/content/internship-master-agreement](https://intern.byu.edu/content/internship-master-agreement) and ask your supervisor, or someone authorized, to sign the agreement. You are responsible to have the company complete this legal document and you must return it to the BYU internship Office ([internship@byu.edu](mailto:internship@byu.edu), HBLL 5435.) If the internship provider will not sign the IMA, you may petition for an exemption to intern with a company without a signed IMA. To begin the exemption process, please send an email to Adrienne Chamberlain [adrienne\\_chamberlain@byu.edu](mailto:adrienne_chamberlain@byu.edu). She will send you an Indemnification Form to sign and return, and request that your internship provider send a letter or an email including the following legal language:  
*"We, [Internship Provider Name], the internship provider, view [student name] as an employee and agree to abide by all applicable federal and state statutes regarding this employee-employer relationship."*  
If you are interning with Dow Chemical, Exxon Mobil, Owens Corning, or Valero you may begin the exemption process right away without asking them to sign the BYU Internship Master Agreement.)
3. Complete the information below and bring this form to Lavdie to get her signature.
4. The critical steps are:
  - a. Read and sign the *Syllabus Overview* for ChEn 199R
  - b. Complete the online *IRAMS application*. If your internship spans spring/summer terms, you will want to register for the combined spring/summer 199R class. Note: if you are an international student, there are additional steps you must complete.
5. Submit all paperwork through email to [lavdie\\_huff@byu.edu](mailto:lavdie_huff@byu.edu)
6. Register for ChEn 199R and pay tuition.
7. If for any reason you decide to cancel your internship after you are enrolled in ChEn 199R, you must immediately contact Lavdie.
8. All assignments will be described and graded on Learning Suite, including a final 2 page report on what you did and what you learned. All assignments must be completed 100% to pass the course.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

BYU ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship provider: \_\_\_\_\_ Location: \_\_\_\_\_

Master agreement completed:      standard      student-specific waiver.

Supervisor or HR Rep: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of internship: \_\_\_\_\_ to \_\_\_\_\_ Est. work hours: \_\_\_\_\_ Credit hours: \_\_\_\_\_

Dept. Approval: \_\_\_\_\_ Date: \_\_\_\_\_