



# — Internship Procedures

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## **Purpose and Scope**

This document outlines the administrative procedures for internship application review, approval workflows, exception handling, and ownership responsibilities. It is intended for staff and administration involved in the internship process at Ensign College.

## **What Makes a Good Internship?**

A good internship has been described by President Bruce Kusch as "A real job, for a real company, doing real work." Staff should use these criteria when evaluating internship applications and advising students.

### ***Real Job***

An internship should be fully a part of a business's core function and processes. Interns should be working as contributing members of a team and company. The job should be directly related to the student's program of study for maximum learning, not just adjacent or loosely related to it.

### ***Real Company***

This refers to an organization with which a student would seek employment after graduation. Internships at on-campus jobs or with supervisors who are close friends, relatives, or college employees require special approval from the Internship Exception Committee (consisting of the Internship Coordinator, Internship Manager, and Director of Career & Internship Services). Approval will be granted only if the internship's educational and professional value can be clearly demonstrated.

On-campus positions may provide useful experience but typically do not reflect the full scope of real-world business dynamics and pressures.

The internship provider must understand that the student is completing an internship and agree to provide meaningful guidance and feedback. This expectation is communicated through the [Experience Provider Agreement](#).

### ***Real Work***

Students should be stretched and challenged in their role. As this is a learning experience, students should not be running errands or doing menial tasks. They should represent themselves and Ensign College well by being prompt, professional, hard-working, and by demonstrating the College-Wide Capabilities (CWCs) in their efforts. At the end of their internship, students should be proud of what they have accomplished. When an intern delivers value, an internship often results in long-term job opportunities for the intern and future internship opportunities for their fellow Ensign College students.

## **1. Internship Process Overview for On-Campus Students**



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The internship process ensures students secure and complete quality internships that align with academic goals while maintaining administrative accuracy, employer engagement, and academic integrity.

Applications are first reviewed by the Internship Department, then forwarded to the Academic Program Chair. F-1 visa international students must also obtain approval from the International Student Office to receive CPT authorization. Requests for special exceptions are reviewed and decided by the Internship Exception Committee before being sent to the Academic Program Chair for final approval.

### **2. Enrollment Process**

The steps to prepare for and enroll in CAR 399R or CAR 499R are as follows:

#### ***2.1 Recommended Preparatory Work for Student***

##### Career Mentor Meeting

Students meet with a Career Mentor as part of an ENS 101 assignment. During this appointment, the mentor explains the internship requirement and helps the student create a completion timeline to support overall academic planning.

##### Career Prep Coursework

Students complete CAR 201 or COMM 300 and/or the Career Prep Roadmaps to develop their resume and learn job search strategies, including how to engage CES alumni for help and advice in their internship job search.

##### Advising from Career & Internship Services

Students are advised by Career & Internship Services for internship options, policy questions, career prep tools, timing, job search help, etc. This can happen anytime during the process or student experience as needed.

#### ***2.2 Application Steps***

##### Job Offer and Internship Class Application

The student obtains a job offer aligned with their program emphasis (or Major 1 on I-20 if an International Student) and attaches it to the [Internship Class Application](#).

##### Experience Provider Agreement

The student checks the [Experience Provider Agreement website](#) (linked in the internship application) and indicates whether a signed agreement with the provider already exists.

If no agreement exists, a form will automatically be sent to the Experience Provider at the email address provided by the student. The student should talk with their supervisor about the internship requirements and explain that their application cannot move forward until the supervisor signs the [Experience Provider Agreement](#).



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### 3. Internship Services Review Process

#### 3.1 Internship Services Review

The Internship Services team verifies that:

- Each student meets the prerequisites for CAR 399R and CAR 499R. To be eligible, a student must have completed at least 24 credit hours at Ensign College and be in good academic standing, with a cumulative GPA of 2.0 or higher.
- An Experience Provider Agreement has been signed and is on file.
- A job description and copy of the I-20 (if an International Student) is attached to the application.
- The internship is aligned with the student's program emphasis (Major 1 on I-20 if an International Student).

#### 3.2 Application Pre-Approval: Timelines and Escalation

After Internship Office approval, two parallel reviews begin, each with a four-business-day window:

##### Program Chair escalation:

- Program chair has two business days to approve or decline
- If no response, escalates to Department Chair (or Dean if Program Chair is also Department Chair) for two business days
- If still no response, automatically marked "No Concerns"

##### International Student Office Review:

- Designated School Official (DSO) has two business days to approve or decline
- If no response, escalates to Department Chair (or Dean if Program Chair is also Department Chair) for two business days
- If still no response, automatically marked "No Concerns"

##### Manual escalation:

If the Internship Office knows that a Program Chair, Department Chair, Dean, or International Student Office staff member is unavailable (illness, vacation, etc.), the application is manually escalated to the next level in the chain.

#### 3.3 Milestone and Registration

Once an internship is approved, the Internship Coordinator adds a milestone to the Student Information System (SIS), allowing the student to register for the appropriate internship course.

##### Credit hour requirements

Students must enroll in at least 1 credit hour but may choose 2 or 3 credits if they are committed to completing the required minimum hours and paying for the additional credits.

- 1 credit: 70 hours minimum



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- 2 credits: 140 hours minimum
- 3 credits: 210 hours minimum

Students who initially register for 1 credit and later complete enough hours for more credit may request an adjustment by submitting the [Exception to Academic Policy form](#).

### Registration deadline

Because all internships must last at least seven weeks, registration is not permitted after the first day of the second block. Students who wish to add the internship course after the add/drop deadline must submit the [Late Add Form](#). Note: The Registration Office turns this link off once the second block begins.

### **4. CPT Authorization for F-1 Visa International Students**

International students using an F-1 visa receive notifications to contact the International Student Office to obtain their CPT work authorization (see [Curricular Practical Training Policy](#)).

For work authorization (CPT) purposes, the International Student Office reviews proposed internships to confirm alignment with the academic program listed under Major 1 on the student's I-20 form and compliance with federal requirements (such as restrictions on 1099 contract work).

### **5. CAR 398R Course Distinctions**

CAR 398R is offered in two distinct versions with different completion options. Staff should be aware of these differences when advising students or processing applications.

#### ***5.1 CAR 398R for On-Campus Students (Project-Based Work Experience)***

CAR 398R is a repeatable course where student teams work on real-world consulting projects for company sponsors. Projects require initiative, creativity, communication, and sound judgment. Students negotiate deliverables with sponsors and provide professional results at the end of the semester. This version offers **only one completion option: Project-Based Work Experience**.

#### Key points

- Local students may take it to gain additional experience.
- It satisfies the Immersive Learning Course Requirement for AS degree students only.
- Students do not need prior approval to enroll in CAR 398R.
- AAS and BAS students must complete a traditional internship to meet the Immersive Learning Course Requirement unless they receive approval through the substitution process described in 8.2

#### ***5.2 CAR 398R for Ensign Worldwide Students (Multi-Option Internship)***



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The Ensign Worldwide version of CAR 398R is the required internship course for all Ensign Worldwide students serviced by BYU–Pathway Worldwide. This version offers **three completion options** to accommodate different student circumstances:

### Option A: Traditional Internship

Students who have a job or internship aligned with their program will complete a traditional internship. Students complete a minimum of 70 hours over seven consecutive weeks. Most students meet this requirement through part-time or full-time employment.

**Approval process:** If a student selects Option A, the teacher will verify that the internship matches the appropriate scope, focus, and program alignment before giving approval.

### Option B: Project-Based Work Experience (PBWE)

Students who cannot obtain a program-related job or internship are encouraged to complete a project-based work experience. Students work in teams on company-sponsored projects aligned with their programs.

### Option C: Self-Managed Community Service Project

Students who lack adequate internet access may complete a substantial community project demonstrating leadership, coordination with external partners, and meaningful community benefit.

**Approval process:** Students choosing Option C coordinate with local nonprofits or government institutions to develop a project in their town or city. The student proposes projects to their teacher for consideration and approval. Students report results and accomplishments through milestone assignments and complete a pre- and post-internship survey to measure outcomes and satisfaction.

## ***5.4 Ensign Worldwide Enrollment Process***

Ensign Worldwide Students are enrolled in CAR 398R through the BYU-Pathway registration office. Students enrolled receive an email detailing the three options above, giving them a survey to be completed wherein they can choose the option which best suits them.

## ***5.5 Automatic Waiver for Ensign Worldwide Students***

Upon completion of an associate's degree, Ensign College Worldwide students serviced by BYU-Pathway Worldwide will automatically qualify for a waiver of the Immersive Learning Course Requirement at the bachelor's level. This means these students do not need to complete an additional internship course when pursuing a bachelor's degree after completing their associate's degree.

## **6. Waivers and Exceptions**

### ***6.1 Immersive Learning Course Requirement Waivers***



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Students who wish to waive the Immersive Learning Course Requirement through means other than an internship should refer to the Ensign College [Immersive Learning Policy](#). Students are encouraged to consult with the Internship Office to evaluate their specific circumstances.

### **6.2 Substitution of CAR 398 for CAR 399R/499R Requirement**

Allowing on-campus students to substitute CAR 398R (Project-Based Work Experience) instead of CAR 399R/499R to satisfy the Immersive Learning Course Requirement may be possible in specific circumstances, such as:

- The student has health or ability challenges.
- The student has legal barriers to employment (including immigration status issues).
- The student has difficulty securing a program-aligned job after several months of active searching.

**Prerequisite:** Students must have successfully completed the Career Prep Roadmaps before an exception is considered.

**Process:** To request an exception, students meet with their Career Mentor, who verifies completion of the Career Prep Roadmaps and evaluates the situation. If criteria are met, the Career Mentor recommends the exception to the Internship Coordinator and Internship Manager for review and approval. The Registrar's Office is notified and indicates in the student's record that completion of CAR 398R satisfies the AAS or BAS Immersive Learning Requirement for that student.

## **7. Responsibility and Approvals**

All approvals related to waivers of the Immersive Learning Course Requirement will follow the approval process detailed in the [Immersive Learning Policy](#). Specifically, waiver requests are evaluated by designated college leadership and should demonstrate compliance with criteria outlined in the policy.

### **7.1 Academic Leadership**

Academic Leadership (Deans and Department/Program Chairs) are responsible for hiring, training, and managing all curriculum and teaching functions. They are responsible for ensuring desired course outcomes are met.

### **7.2 Career & Internship Services**

Career & Internship Services is responsible for processes related to career preparation and support, employer engagement, internship administration, and all associated logistical and administrative functions as detailed in these procedures. Specifically, this includes:

- Hiring, training, and managing of the PBWE Coordinator and TAs for CAR 398R
- Managing of all software tools, licenses, budgets, surveys, dashboards, and data collection



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- Employer relations and project/job recruiting
- Job assistance and counseling

### **7.3 International Student Office**

The International Student Office is responsible for the approval process for Curricular Practical Training (CPT).

## **8. Experience Provider Requirements**

Experience Providers (typically businesses) are key stakeholders and partners for Ensign College and are a critical part of our immersive learning programs. They validate the relevance of programs, curriculum, and tools. Ensign College is committed to ensuring Experience Providers are protected, respected, valued, and informed during all parts of their interactions with our administrative teams and students.

### **8.1 Student Engagement with Experience Providers**

Students engage directly with Experience Providers to find, apply, interview, and accept job or internship offers. They should be transparent and honest about their intent to use the job as an internship and let the Experience Provider know how long they intend to work.

### **8.2 Required Agreements**

Experience Providers are required to sign the Ensign College [Experience Provider Agreement](#), which provides indemnification for the company, describes key elements of the internship, and sets forth important terms and conditions of participation. This is required to authorize CPT for F-1 visa international students.

Experience Providers sign a [similar agreement](#) when they provide projects for CAR 398R.

### **8.3 Experience Provider Surveys**

Experience Providers complete surveys at the end of CAR 398R and CAR 399R/499R. The survey data is used to evaluate programs, Experience Provider feedback, and student performance.

This procedure applies to all Ensign Students, including those served through BYU Pathway Worldwide, Experience Providers, All Academic Departments, and the International Student Office.

Approved by Vice President of Academic Affairs, February 2026