



Individual Experience

An Individual Experience (IE) may be an individualized internship, project, research, study, or any other type of experience that does not fit into an existing BYU international study program. This independent option allows students to customize their own international, cross-cultural learning for BYU academic credit. IEs are secured by the individual student and are often found through networking with faculty, friends of the family, other students, and by looking for ideas online. Individual experiences may be in all industries and academic disciplines.

How do students find out about the IE option?

Students find out about IEs in a number of ways. Most commonly, students talk with

the department internship coordinator, who tells them that because it's international, they need to meet with ISP. Alternately, students read about the option online or talk to someone in the Kennedy Center, meet with ISP, and then find out they need to also meet with the department.

When should students apply for their IE?

Ideally, students should apply for their IE three months before they plan to leave. This allows time for the application to be processed and students to go through the necessary steps, including the security briefing and cultural preparation seminar. Students may apply later, but it will be up to the discretion of the ISP coordinator whether their application will be accepted. Students must still complete all the requirements even if they apply late.

Steps to Create an IE

1. Student meets with the department internship coordinator to identify if experience is academically qualified to receive department credit. If the experience is approved by the department as an academically sound internship that they would like the student to receive credit for, students may proceed with the following steps.
2. Student meets with ISP Coordinator Christopher Quinlan (204F) in the Kennedy Center
 - a. Student will need to fill out online form at kennedy.byu.edu/apply
 - i. Select semester/term > Internship > Individual Experience
 - ii. There is a \$35 application fee in addition to the required documents
 - b. Student will need to complete the Individual Experience Proposal form and retrieve department internship coordinator signature (location will be approved at this time)
 - c. Student will need to complete the Student Registration Form and retrieve signature(s) from faculty who will be overseeing the courses for the Individual Experience and assigning the student a grade for them. By signing the form, faculty take academic responsibility for the student while they are abroad.
 - i. If the host country is on BYU's Travel Restrictions List (travelsmart.byu.edu/content/brigham-young-university-international-travel-policy-travel-restrictions-list), the student will need to fill out the Petition for Travel to a Country on BYU's Restricted List and e-mail it to both Chris and his assistant.
3. Student brings all completed forms to Chris's assistant (101 HRCB).
4. Christopher accepts the online form; the Honor Code Office approves it (this may take a few days).

5. The student should note that they will be in communication with Chris and his assistant throughout the IE application process. During the process, if the student goes three weeks without responding to emails from Chris/his assistant, they will be denied from the IE program and will have to contact Chris and his assistant to discuss being readmitted.

6. The student must fill get the Memorandum of Understanding signed by their experience provider. Then the student will bring or email the form to Chris's assistant. If the internship provider is based in the U.S. (which they might be even though the student's internship is international), the student will use the standard agreement, found here:

<https://intern.byu.edu/sites/intern.byu.edu/files/files/InternshipMasterAgreement.pdf>.

If the experience provider is based in a country other than the U.S., the student will use the international agreement, found here:

https://intern.byu.edu/sites/intern.byu.edu/files/files/InternationalInternshipAffiliation_0.pdf.

7. Student fills out 4 forms online (acceptance, immunization, conditions of participation, and risk & release). The forms may be found by going to the online application > Continue > View (under Available Actions) > ISP Checklist.

8. Student completes the online noncredit cultural preparation seminar and attends a security briefing.

9. Student will bring a copy of their passport to Chris's assistant and e-mail a copy of their flight itinerary to isp@byu.edu.

10. Kennedy Center (Lauren Chung-Hoon, isp_registrar@byu.edu) registers the student in the course(s).

12. Student e-mails their information for HTH Health Insurance to isp@byu.edu and CCs Chris's assistant on the e-mail. The information needed is the student's name, net ID or BYU ID number, date of birth, country they are traveling to, and the exact dates they will be there. If they need to get HTH for a spouse or dependent, send in that information for them, too. The cost for dependents is more than for students. If the spouse is not a student (at any college; it doesn't have to be BYU), they will have to be listed as the student's dependent and charged the higher rate. The fee will be approximately \$200 for a semester (\$50 per month and \$15 a week). Insurance will not be prorated unless the Individual Experience is less than four weeks long. Questions regarding HTH should be sent to hthinsurance@byu.edu.

13. Student will e-mail Christopher Quinlan any changes to their local address or telephone number while in the field.

14. While on the experience, the student gives Christopher Quinlan 72 hours notice of any planned trips out of the internship area when traveling in or to a country on BYU's Travel Restrictions List (travelsmart.byu.edu/content/brigham-young-university-international-travel-policy-travel-restrictions-list). All such travel must be pre-approved for the safety of student.

Locations for an IE

Individual Experience locations may be almost anywhere in the world.

IEs are registered through the ISP office if they take students outside the fifty states. If it is an experience in a U.S. Territory (Puerto Rico, American Samoa, U.S. Virgin Islands, Guam, etc.), students should work with ISP.

Students may not travel to countries or regions restricted by the BYU Travel Policy (see travelsmart.byu.edu or an ISP coordinator). For safety, ISP has the right to accept or deny any proposal based on location, applicant language preparation, or applicant in-country experience.

Time Commitment for an IE

The length of an IE is flexible. Students should keep in mind that the "semester" or "term" for their experience may not fit BYU's academic calendar, but by meeting with the ISP office, they may arrange a solution.

Receiving BYU Credit for an IE

Students may do their IE to receive BYU credit if the credit is required for their major, minor, or graduation requirements. Credits taken overseas should relate to the type of experience, the geographical location, or the student's academic discipline.

Students usually take internship credit, directed readings credit, advanced language conversation credit, or research credit. Other credits may be available; students should contact their academic department for specific information. Students may take as many credits as is required by their academic departments.

Students do not register themselves for their IE class; all credit to be taken overseas is registered by ISP creating a special international section of the appropriate

departmental internship class or other credit. This will be done after the application requirements have been completed.

Faculty who wish to find out more about mentoring students on international experiences may visit with an ISP coordinator.

Housing for an IE

Housing is the responsibility of the individual student and should follow BYU housing guidelines. Students may want to look for housing through the experience provider, family friends who may have lived abroad, or online resources. They may not live with local LDS families unless pre-approved by ISP. Students should not pressure local Church leaders and members to find housing or provide free housing.

In the event that students have the cross-cultural opportunity to live with a host family, students should respect the impact they have on the lifestyle of the host family, especially when it comes to compensating for rent, utilities, meals, and transportation.

Traveling During an IE

In-country, students are encouraged to take field trips to sites of historical and cultural significance, as long as the trips do not interrupt responsibilities to the experience provider or participation in Sabbath-day observances. These trips must also conform to the BYU Travel Policy. For travel in or to countries on BYU's Travel Restrictions List (<http://travelsmart.byu.edu/content/brigham-young-university-international-travel-policy-travel-restrictions-list>), all travel plans outside of the experience location need to be approved by Chris Quinlan a minimum of three days in advance for security and cultural sensitivities, as noted above.

Cost of an IE

Students pay the \$35 application fee and \$200 per semester for HTH Worldwide International Health Insurance coverage to ISP. The insurance is required, and no waivers will be given.

The cost of IEs vary, but students will want to ask themselves the following questions to prepare financially:

- How many credits will I take and what will be the cost for my BYU tuition?
- How much will my airfare cost?

- Do I have a passport yet? How much does this cost?
- Do I need a visa to go to this country? How much will a visa cost?
- Are my accommodations and living expenses included by the experience provider company?
- How much will safe accommodations cost in this country?
- Will I need to take mass transit in-country? How much does this cost?
- Immunizations? How much will this cost?

What Funding Sources Are Available for an IE?

BYU scholarships and federal financial aid will apply to tuition and program costs for students who are registered for a minimum of 3/4 time (9 credit hours per semester or 4.5 credit hours per term).

Academic departments and colleges may assist with scholarships and grants. Private grants and scholarships outside of BYU may also help. See kennedy.byu.edu/scholarships

Contact

Interested students will need to meet with Christopher Quinlan. To set up an appointment, please contact Chris's assistant at isp_assistant@byu.edu. The assistant may also be reached at (801) 422-1541, Monday-Friday, 9:00 a.m.-3:00 p.m.

Additional Resource

kennedy.byu.edu/isp

No Events