

BYU Facility and Property Management - B.S. Degree, College of Engineering and Technology

FAQ about internships

There are three great reasons to hire an intern. First is to provide help in performing a special project or task that you and your company may have wanted to do but have not had the time or resources. Second is to get to know the intern and evaluate them as a possible long-term employee upon graduation. The third is the fulfillment that comes from being a mentor to the rising generation and giving back to the profession.

How long and when are typical internships?

The BYU FPM program requires students to perform a minimum of two internships of at least 60 hours each (minimum of 1.0 credit per 60 hours) although students typically do more than 60 hours for each internship. The first internship is a technical (hands-on) experience which students may get from the BYU campus physical plant (see FPM 199R, 2.0 credits). The second is off campus with a facilities or property management entity which is management related (see FPM 399R, 3.0 credits). The BYU FPM program currently manages about 45 internships per year. Most internships take place during the summer months. Students are generally available from the first week of May until the second week of August. There is no requirement on when internships take place. Some internships do take place during the regular school year which is the first week of September to the third week of December (Fall Semester) and the first week of January through the third week of April (Winter Semester).

What is required of the employer and the interning student?

The student will secure and complete an internship packet from 250 Snell Building and meet and receive approval from the internship coordinator and assign faculty members. Students cannot begin an internship before approvals have been obtained in writing and the paper work is properly processed. The sponsoring organization (employer) reviews and signs the master agreement and negotiates any questions with the BYU academic internship office prior to the start of the internship.

Only one master agreement needs to be signed by a company and be on record at BYU for all interns.

The students and the employer are required to draft and have jointly signed a job description prior to the internship that specifies the length of the internship (start and stop dates), any and all financial considerations that is being offered to the intern (stipend, salary, travel expenses, housing etc.), who the student will report to and who will write the student final evaluation, and a description of the final deliverable products or services that are anticipated.

At the end of the internship the supervising employer will write an evaluation about student performance etc., and the student will write an evaluation and final report of the internship experience. These documents are the submitted to the program internship coordinator.

How much are interns paid?

All of our internships have been paid positions. Salaries typically range from \$10 to \$20 per hour depending on housing/food/travel arrangements. Salary, travel, food and other arrangements are made between the student and the employer.

What can make internships unsuccessful?

There are five things that may challenge internship success.

- (1) Failure to be specific about the job description, length of the internship, stipend, salary, travel expenses, and housing etc.
- (2) Assigned mentor not available who can guide and coach the intern.
- (3) Giving meaningless tasks to the intern that are not challenging and management related.
- (4) Paperwork not completed and returned in a timely manner.
- (5) Unclear expectations and role in projects and undefined project outcomes.

Helpful Links:

Home Page – <http://fpm.byu.edu/>

Program Learning Outcomes - <http://fpm.byu.edu/outcomes>

Program Courses and Requirements - <http://saas.byu.edu/catalog/2010-2011ucat/departments/Technology/FPMMajor.php>

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