

Indiana State University

Guidance for Summer Internships

Uncertainty about COVID-19 workplace restrictions and stay at home orders has resulted in widespread uncertainty about internships during the summer 2020 term. Many students have placements secured, but will not know until late May or June if their experience will proceed or be rescinded. The following guidance is provided to help departments guide their students through this challenging time:

1. Students are allowed to start their internship experiences late and complete the experience after the end of the summer term. This guideline was not created in response to COVID-19. It has been in place for several years. The guideline from the Internship Handbook states:

The student should participate in the internship experience during the semester of registration, as expected with course/classroom experiences. Hours may extend outside of the defined dates of semester enrollment, with Faculty Supervisor approval, but should primarily fit in the semester of enrollment.

If a student's internship will extend beyond the summer term, the following considerations should be made:

- a. Students that are uncertain about the status of their internship should wait to register until the experience has been confirmed. Late registration fees can be waived at the request of the Dean's office. If a student registers for an internship, receives summer federal aid and then must withdraw from the internship course, return of financial aid could be required.
 - b. When the end date of the internship extends beyond the end of the summer term, a final grade may be assigned prior to the end date on the Internship Placement Agreement. In order for a final grade to be assigned, the student should have completed the majority of required work hours and all written assignments or projects. This consideration is especially important for students that are preparing to graduate.
 - c. Departments may opt to reduce the number of required work hours for a summer internship and supplement the experience with a related project or written assignment. These changes should be made in consultation with the Dean and appropriate accrediting bodies.
 - d. Insurance for non-clinical internships is limited to ISU's liability policy which covers the University. This coverage is in place for the entire internship, even when it extends outside the term.
2. Remote or virtual internships are allowed with departmental approval. Remote work internships should meet the requirements of the internship course and ISU Internship Guidelines.
 3. If a student is notified that they have been exposed to the COVID-19 virus, they should stay away from the internship site and notify their site supervisor and ISU faculty member as soon as possible. A 14-day quarantine period without symptoms is required before the student can return to the internship site. The faculty supervisor will work with the student to determine the proper course of action related to their program of study. Extended due dates for assignments,

completion of clinical hours, and allowance for class attendance should be given when appropriate.

4. If a student is sick, they should not attend class and/or clinical, field work or internship experience. A student with a COVID-19 diagnosis cannot return to work until cleared by a medical professional.
5. Students are expected to follow social distancing guidelines and other CDC and State precautions as they are being applied by the host site. Students should share health and safety concerns with their faculty supervisor and the site/clinical supervisor. It is important that students do not feel coerced or pressured to work in a setting that they believe is not safe.
6. Every host organization should provide the intern information and training about mitigation of risk for COVID-19 exposure at their site. The University may remove an intern from their placement if the department deems the environment unsafe. This decision should be made in consultation with the Chair and reported to the Executive Director of the Career Center.
7. All Host Organizations must have a signed Host Site Agreement or Clinical Affiliation Agreement. Information about the Host Site Agreement process is available at: <https://www.indstate.edu/career-center/faculty-resources/formalizing-your-internship-field-experience>. Summer interns should not be placed with organizations that refuse to sign the Host Site Agreement.
8. Every intern must have a Placement Agreement. This agreement is unique to each intern and is separate from the Host Site Agreement. Information about the Placement Agreement process is available at: https://www.indstate.edu/sites/default/files/media/career-center/pdfs/how-to-request-an-experience_2_2020.pdf. Students should not start an internship without a signed Placement Agreement.