

Guidance for Unexpected Disruptions in Internships (updated 4/30/20):

This guidance is meant to address short term internship, practicum, or student teaching disruptions (all referenced as 'internships' from this point forward) initiated by the agency, not due to personal student situations, and is guidance for circumstances lasting less than 30 consecutive calendar days. If the field placement disruption continues beyond 30 days, an internship review will be conducted by the university faculty member and the relevant agency personnel to determine the most appropriate response to support students in completing their internship requirements.

- First and foremost, if the agency is still operational, it is expected that students will report to internship as planned and engage in the outlined activities to promote learning, development and to accomplish educational objectives.
- If safety concerns due to natural disasters, communicable diseases, or abrupt agency closures, warrant a temporary disruption in internship, students should immediately consult with the faculty member of record.
- If the student is pursuing an internship that is regulated by an accrediting body, state educational or licensing board, or external organization, the faculty will look for guidance from the organization about adjustments, requirements, etc.
- If an internship site closes, making it impossible for a student to complete an internship this semester, faculty could establish a plan to allow for the completion of an alternative learning opportunity. Such an opportunity should be agreed to in writing in a manner that stipulates what work is to be completed, what products/outcomes are to be produced, and how the products/outcomes will be evaluated. The agreement should also identify length of time expectations for each product/outcome to ensure that the required number of hours will be completed. The agreement should be reviewed and signed by the student, the instructor of record, the department chair, and the associate dean. Faculty of record and associate deans will keep records of the identified plans.
 - Alternative opportunities could include a variety of activities, depending upon the identified learning outcomes. Some suggestions include: Developing trainings for the agency; developing curriculum or workshops for the staff or clients; locating or developing written materials and resources for the clients or community; an organizational policy review; a legislative policy review; a literature review of a topic of relevance to the internship agency; research potential grant opportunities; completion of online trainings or participation in webinars; and more.
- Students who are unable to complete their required hours in the duration of the regular semester will be assigned an in-progress grade and will not need to register for the course in the following semester. Once the hours are completed, a final grade will be issued.
- Depending on the unexpected disruption the university may grant students the option to refuse to complete the internship or alternative opportunity. In those cases, the student will receive an in-progress grade for the time earned prior to the disruption and be expected to complete the internship in a following semester. An amended plan should be developed and agreed upon by the student, faculty, and agency. This plan will be signed by the faculty and associate dean.

- Academic Council provided some additional guidance to the in progress grade policy as it applies to Internships. This guidance only applies to internships and practicums, not dissertation research:
 - *Some undergraduate and graduate internships and practicums require a grade of In Progress until a final grade is earned. The IP grade will not automatically convert to F if not resolved within a specified time. During Spring semester 2020, faculty can utilize this process as one of several options being provided when internships and practicums are being negatively affected by COVID-19 pandemic.*
 - *Students receiving an In Progress grade for an internship or practicum in the Spring of 2020, due to the COVID-19 pandemic, should not reregister for the course in the following semester. Upon completion of required internship or practicum hours and accompanying academic work, the faculty member should initiate a change of grade from the “IP” to the letter grade earned for the internship or practicum. Sunset Date: May 21, 2020*

Please note that in the case of internship disruption, it is likely to require more support and assistance of the faculty member than during the course of a ‘normal’ internship semester. Faculty should reach out to their colleagues, department chairs, and college administration for additional guidance and support.