

## Requirements for Summer 2020 Internships

April 27, 2020

While it is important to assist students in completing their academic requirements to ensure timely graduation, health and safety are paramount. The following requirements are intended to help you identify how internships and undergraduate research in your department/college may be managed during Summer 2020 when extensive social-distancing requirements are likely to remain in effect. The term “internship” is used broadly in these requirements to encompass the range of student experiences and opportunities outside of the classroom, including undergraduate research, whether for credit or not. Regardless of the nature of the internship, the University should remind all students to make sure they are taking appropriate precautions and are familiar with the health and safety guidelines in the locality they will be working.

We recognize that the nature of internships varies. If you have questions about how these guidelines apply to your own programs, please contact the Office of Instruction ([ovpi@uga.edu](mailto:ovpi@uga.edu)).

### **If the internship is FOR ACADEMIC OR EXPERIENTIAL LEARNING CREDIT:**

1. **Remote/Virtual** - If the internship will be completed remotely or virtually, these can continue to be offered as planned. No special approval outside of the normal approval process is necessary.
2. **In-person, on-campus** –
  - a. **Rule** - If the internship requires work (by UGA students or non-UGA students who will receive academic credit at their home institution) on one of the UGA campuses, then it will need to be canceled as UGA will continue to operate with remote/tele-work arrangements for all except essential personnel.
  - b. **Exceptions** - Any exceptions to this rule will require special permission from the Office of the Provost ([provost@uga.edu](mailto:provost@uga.edu)) and must be done in a manner that maintains social distancing as recommended by the CDC. Exceptions could include experiences that may be required for the students’ major, for licensure or accreditation, or the like.
    1. Students must not be compelled to participate in an internship that involves in-person aspects, particularly if the students have health and safety concerns related to COVID-19. In the case of internships that may be required for a student’s major, or for licensure or accreditation, departments should work with the student to identify and make alternative arrangements, including finding additional internship opportunities that permit remote work options or are located in areas less affected by COVID-19.
    2. Should students continue in-person at the internship site on-campus, they must adhere to University rules and procedures adopted in accordance with applicable government orders and directives regarding COVID-19.
  - c. To the extent changing circumstances regarding COVID-19 during summer 2020 result in a resumption of normal operations on UGA campuses (i.e. non-essential employees are permitted to return to campus), additional guidance will be issued to address student on-campus internships impacted by such change in operations.

3. ***In-person, third-party site*** –

- a. If the internship will be completed in-person at a third-party location, such as with an outside employer, then these should be continued only if applicable laws and government orders, including local ordinances, allow it. Please seek approval from the Office of the Provost ([provost@uga.edu](mailto:provost@uga.edu)) before offering these courses. A standard Memorandum of Understanding between the University department and the third-party internship host must be in place for these internships.
- b. Students must not be compelled to participate in an internship that involves in-person aspects, particularly if the students have health and safety concerns related to COVID-19. In the case of internships that may be required for a student's major, or for licensure or accreditation, departments should work with the student to identify and make alternative arrangements, including finding additional internship opportunities that permit remote work options or are located in areas less affected by COVID-19.
- c. Should students participate in-person at any time during the internship at the internship site, they must adhere to all applicable laws and government orders, including local ordinances, regarding COVID-19.
- d. To the extent an internship is chosen voluntarily by the student and such internship is not required to meet an immediate graduation requirement, including licensure or accreditation requirements, the student shall execute an addendum to the MOU between the University and such third-party site making clear that the student is engaging in the internship at the student's own risk and assumes full responsibility for their well-being.

**If the internship is NOT FOR ACADEMIC CREDIT OR EXPERIENTIAL LEARNING CREDIT:**

1. Internships on one of the UGA campuses will need to be completed remotely or virtually. To the extent changing circumstances regarding COVID-19 during summer 2020 result in a resumption of normal operations on UGA campuses (i.e. non-essential employees are permitted to return to campus), additional guidance will be issued to address student on-campus internships impacted by such change in operations.
2. Internships with third parties that are not tied to academic or experiential learning credit, whether in-person or remote, should not be organized or sponsored by the University. Students may voluntarily choose to locate and participate in such internships.
3. The student and third-party internship host should decide on an appropriate course of action given applicable laws and government orders, including local ordinances, regarding COVID-19, which could include shifting an in-person internship to a remote opportunity.
4. If a student is independently employed by an employer unrelated to UGA employment or coursework, the student should discuss any employment matters related to COVID-19 with their employer. The University is not a party to, and has no control over, a private employment relationship.