

University of Louisiana at Lafayette Internship and Cooperative Education Guidelines COVID-19 Pandemic

The following public health guidance was used to develop these guidelines; however, information and recommendations continue to evolve and change rapidly as local, state, and national circumstances dictate:

- World Health Organization (WHO)
- U.S. Centers for Disease Control and Prevention (CDC)
- Louisiana Department of Health (LDH)

The following guidelines apply to UL Lafayette students in internships and cooperative education (co-op) placements:

- Students should not:
 - Participate in face-to-face internship or co-op activities if they have been asked to self-quarantine by public health officials or the university.
 - Participate in face-to-face internship or co-op activities in the event the state and/or national government requires citizens to remain isolated in an official quarantine situation.
 - Participate in the care of individuals with known or suspected cases of COVID-19.
- Internships and co-op activities will be canceled under the following circumstances:
 - At any internship or co-op site where appropriate environmental controls cannot or are not being implemented per CDC guidelines.
- Students are to communicate with their faculty members before attending any scheduled experiences to check if cancellation is warranted.
- Students are to immediately communicate to internship or co-op faculty any safety concerns and stop participating in the experience until the issue is resolved.
- Internship and co-op experiences will be significantly determined by the hosting entity as well as the university. Even though the university continues to function in remote instructional mode, students should be aware employers/hosting sites may adjust their own policies related to student internships and co-ops which could impact students.

It is unclear at this time how many students may be removed or asked to leave their internships or co-op experiences, for how long, and how broad the impacts may be. As much as possible, students should be accommodated with alternate experiences so they can continue, when feasible, to meet requirements towards graduation and licensure.

- Faculty should utilize guidance from accrediting agencies to determine acceptable/approved alternatives to face-to-face internships and co-op experiences when such guidance has been published.
- In situations in which the academic program is not accredited by an outside entity, departments have the authority to partially waive the requirement and assign a project in lieu of the internship/co-op experience.
- In internships and co-op experiences in which there is a corresponding academic course component, faculty may consider devising additional assignments in lieu of the student being able to continue in the professional internship component of the course. Examples of these activities include but are not limited to case studies and completion of professional

development courses which are delivered online. The National Association of Colleges and Employers (NACE) website (<https://www.naceweb.org>) may be a resource for faculty on this issue.

- In situations where internships and co-op experiences are not part of an academic course, an Internship Alternate Completion Project may be considered. Components of this project may include a (1) written report/reflection on the internship experience combined with (2) several practical activities designed to move the student forward on the career paths. See attachment – Internship Completion as an example of expectations from another university.
- In some situations, employers may provide internship students with internship projects which can be completed under remote supervision by employers and faculty.

I acknowledge that I have read and understood the above guidelines set forth by the University in their entirety and agree to abide by them.

Student signature _____ Date _____