

IMPORTANT INTERSHIP INFORMATION

Greetings,

We understand that there have been a number of questions concerning internships and their associated requirements for the Spring 2020 semester. We are currently working through different processes to make sure academic requirements are completed while also taking into consideration the health and wellness of the campus community and the employer sites.

Below are some important points to focus on:

- **At this point in time, we are asking students to complete the internship hours they have committed to.**
- **If you currently live in a residence hall**, you will be permitted to stay on campus to complete the required internship hours. [These students need to get permission from the Dean of Students to stay on campus in residence halls – this is being done so that we have an accurate count and can identify each individual student who will remain here]
- If you are considering or planning on going home, you must be in touch with both your **(1) Faculty Internship Advisor** and your **(2) Employer Supervisor** to let them know of your decision and to discuss various options if possible (such as completing hours or projects remotely).
- **If the employer internship site decides to discontinue the internship**, you must then contact your faculty advisor to determine collectively a best possible way to proceed (one possibility would be to convert the remaining hours to a directed study).
- **If you have already completed your required hours**, please contact your faculty advisor to inform them, and please also contact Joe Donahue to complete the final evaluations.

Misericordia University will continue to ask students and employers to be attentive to protocols regarding health and hygiene while making thoughtful decisions in regard to everyone's well-being.

Thank you.

David Rehm
Vice President of Academic Affairs