**TEMPORARY COVID-19 GUIDANCE FOR INTERNSHIPS AND EXPERIENTIAL LEARNING**

Fall 2020 internships will be offered at different levels of in-person and online interaction. It is recommended that internships be remote as much as possible. If a student is required to be on-site, but can also perform the work remotely, the following items need to be provided and reviewed prior to internship approval:

* A hybrid work plan developed by the student, employer and internship advisor that outlines when the student will be on-site and when they will be working remotely.
* The employer must provide documentation that they are following proper safety protocols.
* A waiver signed by the student acknowledging they will comply with all site plans, safety instructions, and training, AND “exposure to or illness resulting from COVID-19 during your internship would not be considered covered by workers’ compensation by the internship site nor by the university. You understand that your personal health insurance may be responsible for payment of medical services and any health care needs sustained as a result of exposure or illness due to this disease. You are encouraged to obtain/maintain your personal health insurance at your own expense.”

If an internship requires a student to be on-site full-time, the following items need to be provided and reviewed prior to internship approval:

* Employer documentation stating that they will follow proper safety protocols.
* Students will be responsible for submitting a plan for the student to work remotely should a second wave come in the fall and shelter-in-place orders are issued by the state. This will be attached to the internship experience form prior to approval.
* A waiver signed by the student acknowledging they will comply with all site plans, safety instructions, and training, AND “exposure to or illness resulting from COVID-19 during your Fall 2020 internship would not be considered covered by Workers’ Compensation by the internship site nor by the University. You understand that your personal health insurance may be responsible for payment of medical services and any health care needs sustained as a result of exposure or illness due to this disease. You are encouraged to obtain/maintain your personal health insurance at your own expense.”

Other Experiential Learning

Many other types of community-based experiential learning typically take place as part of the CU Denver curriculum, including field trips, site visits, traineeships, and residencies. Schools and colleges should encourage faculty options for delivering the content in these experiences through other means.

Where community-based experiential learning is deemed essential for a course or as part of the curriculum, schools and colleges must establish a procedure for reviewing and approving applications from faculty for these experiences. The application must include, at a minimum:

* A description of the experiential learning and why it is essential
* The dates and locations where the experiential learning will occur
* How the experience will be modified to adhere to social distancing protocols and otherwise comply with practices designed to limit the spread of COVID-19, including prohibiting group travel/meals
* If the experience will occur at the site of an employer or organization, documentation that the employer or organization is following proper safety protocols

The faculty application must be reviewed by the school or college’s Teaching and Learning Coordinator and Safe Return Coordinator, who will make a recommendation to the dean for approval or denial of the application. In the event the application is approved, the T&L Coordinator and the Safe Return Coordinator will work with the faculty member to develop a safety plan for the experiential learning. All participating faculty and students will be required to sign a waiver acknowledging that they will comply with the safety plan.

*These procedures are likely to be in place for the fall 2020 and spring 2021 semesters, although they will be reviewed in January 2021.*