



## **GUIDELINES & PROCEDURES FOR INTERNSHIPS SPRING 2021**

### **While in High-Transmission Conditions** *Academic Affairs*

Because internships include experiential learning, they are acceptable in-person courses during Spring 2021. However:

1. If the internship is on campus, it must be held remotely from January 19 through the end of the semester (including exam period).
2. If the internship requires travel, the student must follow the university's travel restriction guidelines. Until May 7, 2021, those guidelines require that any out-of-state travel or international travel be approved as an exception.
  - a. For internships, approval of an exception to the travel restriction must be given by (1) the faculty advisor, (2) the department chair, (3) the dean, and (4) the cognizant VP\*. In order to be approved, the travel must be required for the internship AND the internship must be essential in at least one of the following ways:
    - i. A student cannot graduate without this particular internship, and this is the last opportunity they will have to complete the internship. OR,
    - ii. The particular internship is essential to the University's objectives.
3. Students exposed to COVID-19 during off-campus internships or practicums must follow the same guidance required for in-class exposures, including:
  - a. Notifying field instructors, preceptors, and other university managers
  - b. Following all other reporting guidelines

*\*For cognizant VP approval, please submit a request to AVP Sarah Projansky: [officeforfaculty@utah.edu](mailto:officeforfaculty@utah.edu)*

*Updated January 12, 2020*