



Hello Student,

Due to the latest decision to close the MCU Oceanview campus, we are suspending physical attendance at all internship/practicum sites, effective immediately through March 29. This will allow us to engage in social distancing, minimize the risk of transmitting COVID-19 and protect the health and safety of our campus community.

To maintain the continuity and accumulation of your internship/practicum hours, we will be collaborating with your internship/practicum site supervisors on projects and activities you can work on remotely during this time. In the coming days, I will be in touch with you regarding specific guidelines and next steps for your remote work.

Next Steps

- If you have not done so already, please touch base with your site supervisor to explain the university's decision. I will also be informing your supervisors. Inquire about any projects or activities that you can do remotely.
- If your internship/practicum site does not have remote work for you, please inform me immediately so we can determine alternative projects for you to work on in order for you to continue engaging in your professional development and career training enhancement.
- Continue to log your work hours, tasks/duties, and thoughts and reflections in your weekly work log. Now is the most fitting time to truly focus on your thoughts and reflections, given the current global situation and how this impacts the world of work, your industry, your site, and you personally.
- Submit internship/practicum assignments in the Dropbox in My.Marymount.
- For those of you who are interning at sites that are closed beyond March 29, such as school and community sites, please ask your supervisor about remote work for the duration of the closure.
- Federal Work Study interns should continue to log hours and submit timesheets to me, per the regular process.

I understand this is unfortunate and disappointing, especially for those of you who have just started your internships. This is also the best course of action for the welfare of all parties involved.

Please do not worry about earning credit for your internship/practicum because we will determine the most appropriate remote projects and activities that enable you to maintain your hours while also adhering to the Department of Education's guidelines on internship credits. Obviously, you will need to complete those remote activities to receive credit. We will handle credits/hours on a case-by-case basis, evaluating each intern's situation and workload. Please be mindful this suspension of physical attendance at internship/practicum sites could last beyond the next two weeks. If, based on your



circumstances, you wish to reduce internship/practicum credits this spring and make up units through summer internships/practicums, we will be glad to discuss that option.

I appreciate your patience throughout this process as we all work through this together. Please do not hesitate to contact me and/or Alex Talavera via email or phone with any questions, concerns or issues.

Stay tuned for further details and action items in the coming days. Please take care and stay well!

Roshni

Roshni D. Lal

Director of Career Planning & Employer Relations

Internship & Career Planning Office