



HIGH POINT UNIVERSITY

Internship for Credit Policy 2020-2021 Academic Year

Please note this policy is ONLY for this extenuating circumstance: COVID-19 in the 2020-2021 academic year. This is not the internship for credit standard. This is a temporary guideline providing accommodations for remote/virtual work for internships that we are allowing because of COVID-19 only. These policies and practices will be discontinued once this pandemic is over and will not be allowed going forward. Please carefully read the policy below.

- 1. What if my internship for credit is canceled before I have logged 25% of my total required hours, and there is no virtual option?**
 - If the student's site has suspended their internship in its entirety before the internship has begun or before the student has logged 25% of their total required hours, and the student was planning to receive academic credit for the experience, they will either need to find another internship before the [deadline](#) (three weeks after HPU's drop/add date), or pursue academic credit another semester.

- 2. What if my internship for credit is canceled after I have logged 25% of my total required hours, and there is no virtual option?**
 - If there is not a virtual option, the student should email their internship faculty advisor and Faith Cochran, Assistant Director of Internships.
 - An alternate assignment would be given by the student's internship faculty advisor. The work, outcomes of the work, and experience should be equivalent to that of an in-person and on-site internship.
 - We would require all midterm evaluations to be submitted (from both the student and site supervisor), no matter the circumstance.

- 3. What if my internship for credit has suspended in-person internships at any point in the semester, but there is a virtual option?**
 - The student should work virtually, and fulfill all responsibilities as normal and as outlined online- <http://www.highpoint.edu/careerinternships/internships-for-credit/#tab3>.
 - If the internship is virtual, the work, outcomes of the work, and experience should be equivalent to that of an in-person and on-site internship.
 - The student should have weekly phone calls or video conference calls (for example, WebEx, Zoom, FaceTime, or any other technologically appropriate channel) with their site supervisor. The student should ensure they are on track and fulfilling their responsibilities and meeting their equivalent student learning outcomes that would have occurred if the internship were in-person and on-site.

The student should communicate their plan with both their internship faculty advisor and Faith Cochran, Assistant Director of Internships. By signing below, I acknowledge that I have read and understand the policy listed above.

Student Signature

Date