Internship Contingency Plan

At this time, internships will continue as scheduled for students in the College of Health Solutions. In the event of an interruption to a student’s internship site due to national or local events such as: outbreak or spread of the novel coronavirus (COVID-19) or other disease, weather conditions, natural disasters, civil unrest, or acts of violence, the student should immediately notify their instructor.

Students may receive credit for regularly scheduled hours up to 8 hours. If a student is sent home, the student will receive credit for the remaining scheduled hours for that day. If a student’s internship site is closed for more than two scheduled internship days or 16 hours of internship, the following options should be considered. As a reminder, students must complete 45 hours of work for every credit of internship in which they are enrolled.

Students graduating in spring 2020
If a student is graduating this semester, the College of Health Solutions must provide accommodations for the student to complete their internship prior to the spring 2020 degree conferral date of May 11. Any remaining hours may be fulfilled through any of the following options:

- Projects assigned by the student’s internship site that are relevant to the internship’s learning objectives and may be completed from a remote location with a demonstrated accounting of the number of hours accrued
- Projects assigned by the instructor that are relevant to the internship’s learning objectives and may be completed from a remote location with a demonstrated accounting of the number of hours accrued
- Hours completed at a new internship site that is approved by the student’s instructor

Note: Remote activities are approved in response to ensuring the health and safety of our students and the needs of a site, but will not be accepted in place of real-world practice under normal circumstances.

Students graduating in summer 2020 or after
If a student is not graduating this semester, they may pursue any of the options outlined above for graduating students or any of the following options:

- Incomplete grade. The student and instructor should complete an Incomplete Grade Request and email the signed form to CHSIncomplete@asu.edu. Note how many internship hours remain and any outstanding assignments that must be completed. Allow one calendar year for the student to makeup remaining requirements.
- Medical/compassionate withdrawal. A medical or compassionate withdrawal request may be made in cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing their class(es).
- Course withdrawal. Per the academic calendar, students have until April 3 to withdraw from a B session course and April 5 to withdraw from a C session course. Students who choose not to continue their internship should withdraw from the internship course.

Instructors should review exceptions for medically vulnerable students on a case-by-case basis to determine which option outlined above is most appropriate for the student. Instructors may request medical documentation from a medical professional, but documentation is not required. Students who feel their health or wellbeing may be at risk should consult with their instructor to discuss options for their situation.