Dear Deans, Directors, and Chairs,

I am writing to share guidance on summer 2021 internships, including elective and required practicum/internships. The university will allow students to engage in in-person elective internships for credit during summer 2021. However, we strongly recommend that students explore remote options that might allow them to achieve their goals without an in-person experience.

Please note that students may not travel internationally to engage in summer 2021 internships. Students residing outside the United States who wish to undertake an internship in their country of residence may do so with permission from their academic unit.

**Elective Internships.** Elective internships are those that are not required as part of a degree or licensure program, but are important to a student’s preparation for post-graduation success. This guidance applies to internships taken for INTN, SINT or college-specific credit, as well as internships that are supported by college scholarships/funding.

As noted in the Travel Policy Addendum for Summer 2021: “Student out-of-state domestic travel to reach and participate in a required or elective internship is allowed with the following approvals:

- no Dean’s approval is required if the internship activity is taking place in the state of the student’s permanent residence;
- a Dean’s office letter of approval is required for all other out-of-state domestic internship travel, including travel out of state as part of an internship primarily located in Vermont.”

We expect students completing in-person internships to abide by CDC as well as local and state requirements regarding social distancing, mask-wearing, and stay-at-home or gathering orders in their internship locations. The academic portion of the internship, i.e., the credits for which a student registers, must be conducted remotely.

Students and their internship supervisors should work together to determine the internship modality that is the best fit for their circumstances and needs. The following factors need to be considered:

- CDC guidelines in place at the time of the internship;
- Health and safety restrictions particular to the geographic location of the internship;
- Whether it is feasible to undertake the internship remotely;
- The internship site’s public health precautions for in-person operations;
- Whether the internship site requires that the internship experience occur through a particular modality (e.g., online, in-person, remote); and
- Whether the student has been fully vaccinated.

As we all know, conditions throughout the country are changing rapidly and will continue to do so throughout the summer. Students may begin an internship remotely, and be able to switch to an in-person experience later in the summer, or need to change an in-person internship to a remote experience. Both of these actions will be
allowed with academic supervisor approval. As a reminder, the start and end dates for summer internships are
flexible within the May 24 – August 13 window, provided students have the minimum 40 hours of internship
experience required per credit. This flexibility allows students to begin an internship later in the summer if
opportunities arise that are not currently available.

The following statement must be included in all Learning Contracts signed by the student prior to beginning the
internship, even if the internship is expected to be conducted remotely:

"If this internship includes in-person components, the student agrees to observe COVID-19 guidelines from the
Centers for Disease Control (CDC), including the wearing of Personal Protective Equipment (PPE) and all other
health and safety protocols as required by the employer and by local, state, or federal regulations."

All summer 2021 internship documentation, including internship course syllabi and internship contracts, should
include a statement recommending remote internships, and noting that abiding by health and safety guidelines
is required. The university’s Internship Memorandum of Understanding, which will be updated to include this
information, is available on the Career Center website.

**Required Practicum/Internships.** Some colleges offer summer internships/practica that are part of degree or
licensure requirements. Although some of these experiences occur remotely, a majority require in-person
experiences. Advisors and students should discuss in-person and remote options on a case-by-case basis. In-
person experiences need to follow procedures established during the 2020-2021 academic year, including:

- Sites need to be informed of and agree to requirements set forth by the university, including
  existing MOUs and COVID-19 related guidelines specified in Fall 2020;
- Students must observe local and CDC guidelines that apply in a given practicum/internship
  location; and
- If required by the university or site, students will attest and sign a placement check sheet
  aligned with their placement type (i.e., non-LCOM clinical, LCOM-clinical, and non-clinical).

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