

Internal MOU
Temporary Internships Policy
Effective Spring Quarter, 2020 or until further notice

All internships sponsored by CWU whether required or elective, paid or unpaid, on-campus or off-campus, should be conducted in remote modalities, substituted for, extended (IP grade), or postponed.

In-person internship activities will be permitted only upon approval by the college dean. The following documentation must be submitted to the dean prior to approval:

1. Written documentation that the facility is willing to accept a student intern. (an email is fine)
2. Written documentation that a mentor/preceptor is willing to accept and work with the student intern. (an email is fine)
3. Written documentation that appropriate safeguards are in place to protect employees and the student intern.
4. Signed agreement from student indicating that they are willing to participate in the F2F internship experience.
5. Written understanding that regional and state requirements related to Covid-19 will not be violated within the internship situation itself or in travel to and from the internship site.

In the case where the student is completing an internship where they are an established employee, proof of employment with start date, (2) and (4) above are required.

In the case of required internships that cannot be completed remotely, sponsoring departments will develop appropriate substitutions, including project- or research-based independent studies.

In the case of graduating seniors only, given completion of the 180 SCH required for graduation, an internship may be waived altogether, with approval of the student's department chair and dean.

The policy excludes student teaching.