

**Information for Students Seeking Internships During the COVID-19 Pandemic**

The Career Center’s staff are here to assist you in your efforts to obtain and participate in an internship during the COVID-19 pandemic. Our aim is to help you find an opportunity that supports your goals for learning and gaining practical experience while following safety protocols issued by the [Centers for Disease Control (CDC)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) and the [Occupational Safety and Health Administration (OSHA)](https://www.osha.gov/SLTC/covid-19/standards.html). If you would like assistance in finding and applying for an internship, please email [careers@hood.edu](mailto:careers@hood.edu) or call (301) 696-3583.

**Can I do an in-person internship during the COVID-19 pandemic?**

The College highly recommends that all students participate in remote learning opportunities or, if in-person work is absolutely necessary, to be sure the internship sites is very strictly adhering to safe work guidelines issued by the CDC and OSHA. These include social distancing, wearing masks, and sanitizing when in all communal and personal work spaces. Students should discuss the risks involved with an in-person internship with a counselor in the Career Center, with their faculty supervisor, and with their workplace site supervisor. In many cases, alternate experiences can be identified that would not require the student to be at the internship site.

**How can I determine if my internship site is safe?**

While the safest opportunities are through remote work arrangements, one way to think about the safety of an on-site experience is to use the OSHA guidelines for [Work Exposure Risks](https://www.osha.gov/Publications/OSHA3993.pdf). Students who have health conditions or are living with individuals who are in high-risk categories, should carefully consider whether or not they should delay an internship experience to a later semester.

**What if I don’t feel like my internship site is COVID-19 safe?**

It is the student’s responsibility to inquire about and fully understand safety measures an employer is putting in place for an internship. Employers may discontinue an internship if the student is not complying with safety protocols. Students who find the employer is not in compliance with safety procedures may elect to terminate their internship as well. Students should discuss termination of an experience with a career counselor in the Career Center or their faculty internship supervisor prior to giving notification to the employer. If the student terminates an experience, and has not met all the necessary requirements for academic credit, they may be required to take on additional academic assignments or find another internship experience. Students must sign a waiver at the start of their internship experience that states they are responsible for any risks at their internship site and have health insurance to cover injury or illness. This waiver is part of the standard internship paperwork that must be submitted prior to registration.

**What would happen if my internship is delayed, interrupted, or made into a remote experience as a result of the COVID-19 pandemic?**

Internship paperwork should be completed at the start of the semester. Students can register for an internship through the normal course drop/add period. If you encounter difficulties with completing your paperwork, due to complicating factors related to COVID-19, please notify your career counselor in the Career Center and your faculty internship supervisor. Based on individual circumstances, extensions for registration may be applied when appropriate.

If your experience is interrupted, in most cases, your faculty and site supervisors should be able to negotiate assignments that would allow you to complete requirements for academic credit bearing internships. Students should discuss, with their faculty and site supervisors, the possible necessity of an in-person experience becoming remote as pandemic cases rates may unexpectedly fluctuate over the course of the semester.

**Do I have to work the same number of hours for a remote internship?**

The number of hours required for an academic credit bearing internship remains the same regardless of whether the internship is in-person or remote. Students earning credit must work 40 hours for each credit they hope to earn.

**Do I need to track my hours if I am interning remotely?**

Yes, students who are completing remote internships should track the time they devote to projects and duties associated with their work in the same way they would if they were doing an in-person internship. As part of their internship paperwork, students will submit a completed time sheet that they and their internship site-supervisor verify. Students should complete 40 hours of internship for every academic credit they hope to earn. A typical three-credit internship requires 120 hours of site-related work. This does not include time spent completing academic assignments given by the faculty internship supervisor.

**Do I pay tuition for an internship that is remote versus in-person?**

Students may complete an internship that earns academic credit or choose to do an internship for the experience alone. Students pay tuition for academic credit bearing internships and fees are the same as if they were registering for a standard course bearing the same number of credits. This structure remains the same whether the internship is in-person or remote.

**What are mirco-internships?**

Micro-internships are short-term, paid or unpaid, professional assignments or projects that enable college students to demonstrate skills, explore career paths, and build their networks. Unlike traditional full semester internships, micro-internships are guided by the number of hours required to complete a project. The best micro-internships are mutually beneficial – companies get work done that is difficult for their current staff to complete while at the same time they can identify and audition potential job candidates. Students and new graduates have the opportunity to demonstrate skills, gain experience, and explore career paths to find the right fit.