College of Design COVID-19 Internship Policy for Spring/Summer 2020

College of Design internships are more than a course; they are experiences that prepare you to be more competitive for securing your next position in many design fields. We understand COVID-19 has created a unique situation regarding obtaining and completing internships, and we are committed to working with you to help you continue making progress toward graduation.

For students who (a) have program requirements that include an internship and are, were, or would normally be working in their approved internship during the spring or summer semesters of 2020 or (b) are planning to graduate in spring, summer or fall 2020 and taking an internship for credit needed to graduate, we are offering these options. You should consult with your departmental internship coordinator and your department chair as you consider what is best for your situation.

1. All students may start or complete a spring or summer 2020 internship remotely if the employer is willing to work with the intern. Should you continue in-person at the internship site, you must adhere to state COVID-19 directives and CDC guidelines.
   The “remote” work accommodation is intended to provide maximum flexibility in work arrangements, but it should not be interpreted to mean you must work remotely or must use that option to complete your internship.

2. For students who complete HALF of the required number of hours for their approved internship during spring or summer 2020 but are unable to complete the FULL required hours because of disruptions from COVID-19, including concerns about their safety:
   You may earn credit for the remaining hours by completing a supplemental assignment with your faculty internship coordinator. The nature of the assignment will be decided with your internship coordinator and appropriate for the number of hours remaining in your internship as well as your professional goals. For example, options might include completing a skills-based creative project or submitting a research paper about an industry problem interns face in their fields.

3. For students who started approved internships or intended to secure approved internships during spring or summer 2020 and who, because of disruptions from COVID-19, including safety concerns, (a) are unable to complete at least HALF of the required hours of their approved internship, or (b) are unable to secure an approved internship:
   a. You may retain the number of hours you have completed thus far and fulfill the remaining hours through a different internship in a future semester.
   b. You may seek and secure your post-university employment and use the first required number of hours in your position toward your required internship. If you take this option, you and your employer will still need to complete all internship reporting requirements and you would not officially graduate until you have completed all requirements for your internship credits.
   c. You may fulfill the internship requirement by completing 3-6 credits of online coursework in summer 2020 (depending on your program requirements) that will help prepare you for working in design fields and guide you through a project related to your professional goals. Please check these details with your internship coordinator and department chair.

This temporary policy will be in place through the end of the summer 2020. Students in none of the categories described above are expected to complete the normal internship requirement after summer 2020. Students whose internships have been impacted by COVID-19 but who are not covered by the above categories should contact your department chair, departmental internship coordinator and Career Services Director Tiffany Atilano (tiffany@iastate.edu) for more guidance.