

Caldwell University Fall 2020 Undergraduate Internships

Due to the ongoing COVID-19 pandemic and related restrictions on workplaces recommended and/or mandated by state and federal government, Caldwell University students seeking internships for academic credit for Fall 2020 are encouraged to work remotely.

If a student wishes to complete an internship on-site, the student and their employer must provide documentation of the processes and procedures in place to maintain a safe working environment to align with the guidelines of the local and state government and recommendations from the CDC in effect at the time of placement. The employer will also be asked to complete an “assurance of compliance” form (*see following page*).

These documents will be reviewed as part of the approval process for academic internships.

Fall 2020 Graduate Clinical Experiences

Due to the ongoing COVID-19 pandemic and related restrictions on workplaces recommended and/or mandated by state and federal governments, Caldwell University graduate students who take classes that require a clinical component are encouraged to seek clinical placements which permit the clinical experiences to be completed remotely in Fall 2020 semester.

Any student who wishes to complete an on-site clinical experience must work with the site and provide to the Chair/Associate Dean of the Department/School the written assurances that the site will maintain a safe working environment, in accordance with applicable governmental requirements and CDC recommendations. The written assurance of compliance should be documented using the attached form.

Students who use art supplies at their internship sites are required to follow the best practices of maintaining art supplies hygienically during the pandemic as outlined by the American Art Therapy Association
<<https://arttherapy.org/blog-best-practices-using-art-supplies-during-covid-19-outbreak/>>.

The sites and the written documentation must be approved by the Chairs/Associate Deans and Graduate Program Coordinators as part of the registration process for graduate-level clinical experiences.

August, 2020 Academic Affairs

CALDWELL UNIVERSITY INTERNSHIP FACILITY ASSURANCE OF COMPLIANCE

To maintain the health and safety of CU students, the Facility provides this assurance in consideration of and for the purpose of hosting a CU student in an internship educational experience.

THE FACILITY HEREBY AGREES THAT IT WILL COMPLY WITH:

1. **Centers for Disease Control (CDC) Guidelines Applicable to Facility.** These guidelines are available via the following link: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
2. **State and local safety and health requirements for the state/county in which the facility is located, specifically those requirements related to COVID-19.**
3. **For facilities located within the State of New Jersey, the Governor's directives for the industry applicable to the Facility for the current phase of the Plan.** These directives are available at: <https://covid19.nj.gov/pages/reopen>

The Facility agrees that compliance with this assurance is binding upon the Facility, its successors, transferees and assignees for the period during which a CU student is participating in an internship experience.

The person whose signature appears below is authorized to sign this assurance and commit the Facility to the above provisions.

Signature of Authorized Official: _____ Date: _____

Name and Title of Authorized Official (please print or type):

Name of Facility: _____

Street Address: _____

City, State, Zip Code: _____