



Guidelines for the completion of internships for academic credit (does not pertain to health professions clinical internships or student-teaching experiences)

The Career Center would like to follow up on the [recent communication from Dr. Donovan](#). With Bellarmine's on-campus experience ending for the semester, **internships for academic credit will cease all in-person work at an employer's site**. Our students' health and safety remain our priority and we want to send a clear message that students should go home to be with their families and adhere to strict social distancing guidelines.

Based on recent guidance from our accrediting body, SACSCOC, and our own academic policies we have revised the initial guidelines shared with students, faculty sponsors, and internship supervisors on Thurs. March 12, 2020. As of Wednesday, March 18, 2020, the following internship guidelines uphold the integrity of Bellarmine's academic policies. We will continue to provide updates as the situation evolves.

- **OPTION 1:** If the internship can be completed remotely, the student will continue their internship work experience in a **remote** capacity. Students are accountable to fulfill all expectations set forth in the syllabus including hours of work, assignments, and career readiness evaluation by the internship supervisor.
- **OPTION 2:** If the internship is not able to be completed remotely, the student will immediately end the internship experience at the employer's site. The internship supervisor will need to verify the number of hours worked to date and complete the career readiness evaluation for the student as soon as possible. The student will then work with their faculty sponsor to complete an additional assignment(s) to demonstrate the competencies of the course, which must be designed and documented with integrity.

If students cannot successfully complete options 1 or 2 by April 22, 2020; students can take an incomplete in the course and will have until the end of next fall semester to fulfill the requirements. [Bellarmine's Incomplete Policy](#). NOTE: This option would delay the graduation date of seniors.

We have not yet launched the Career Readiness Evaluation due to the evolving changes in the situation. However, we intend to send the evaluation to all internship supervisors on Monday, March 23 with the deadline to complete the evaluation by April 22.

The Career Center remains open throughout this time and we are available to provide guidance and support for students, internship supervisors, and faculty sponsors to navigate this unique situation.

Sincerely,

Lilly Massa-McKinley, Ed.D.  
AVP Career Development & Strategic Partnerships  
[lmassamckinley@bellarmine.edu](mailto:lmassamckinley@bellarmine.edu)