Dear Student:

We want to follow up on the recent communication regarding the Coronavirus (COVID-19) update from Chancellor Félix Matos Rodríguez on September 10, 2020. As the Chancellor noted, “almost all CUNY classes are continuing to practice distance learning” for the remainder of the semester.

Because your health and safety remain our priority, Macaulay’s Career Development Office will plan to continue services virtually until further notice. We are working very closely with our employer partners to continue providing virtual events and recruiting on our online platforms.

**Concerned about the Coronavirus?**
- FOLLOW the CDC guidelines to prevent illness
- READ what CUNY's doing
- SIGN UP for CUNY Alerts to stay informed of campus closures
- Know that the [Mental Health and Wellness Center](#) at Macaulay offers free and confidential services

**Career Events** can be found on the [Macaulay website](#) and on [CareerPath](#)

**Virtual Student Appointments** are available on [Setmore](#)

**Internships**
We know that completing an internship can be a challenge during these uncertain times, with ongoing closures and work-at-home assignments, and want to provide some guidance:

- If you suspect you have been exposed to the virus, please reach out to your supervisor to understand the best reporting methods at that organization and contact your Macaulay Advisor.
- If you decide to leave your current internship position or your employer implements measures that discontinues your employment due to this unprecedented situation, you must inform your Macaulay Advisor.
- You are not required to physically continue your internship if you feel concerned about your health and safety and we understand that some students may need to end their internship early.

If you need assistance or coaching on how to address this with your internship site, please reach out to Gianina Chrisman, Associate Director of Career Development ([gianina.chrisman@mhc.cuny.edu](mailto:gianina.chrisman@mhc.cuny.edu)) or Jamie Ruden, Career Program Coordinator ([jamie.ruden@mhc.cuny.edu](mailto:jamie.ruden@mhc.cuny.edu)).

This situation is rare and unprecedented. Patience and staying informed are the best strategy. We appreciate your understanding and flexibility in this matter.

**Internship Learning Agreement / Graduation Requirement**
Students who wish to use an internship to satisfy the graduation requirements (see Student Handbook section “V. Academic Enrichment Opportunities”) or wish to use the Opportunities Fund to cover the cost of an internship or undergraduate research project that is unpaid and for which you do not receive academic credit, must complete an Internship Learning Agreement. If students are unable to obtain signatures in person, an electronic version of the form is available on CareerPath (click “Forms/Evaluation” on the right side menu under “My Shortcuts”).

**Macaulay Interruption Form**
As an alternative, juniors or seniors unable to complete the community service, experiential learning requirement (i.e. study abroad, internship or research) because of the COVID-19 pandemic, and have consulted their Macaulay Advisor/Director about the situation, may use the Macaulay Interruption Form to submit a statement that, if approved, will satisfy the Macaulay graduation requirement in this area.

All other students will be expected to use a future internship to satisfy the requirement.

**CUNY’s Policy on Domestic and International Travel**
Per CUNY Travel Guidelines, nonessential domestic travel, defined as out-of-state, interstate and travel within New York City’s five boroughs, is suspended until further notice. At this time, students are advised to secure virtual community service, internship and research opportunities.

For domestic internships and research that cannot be conducted remotely, students may petition to request an exception to the domestic travel guidelines:

**Out-of-State**
Complete the Petition for Domestic or International Travel Under COVID-19 form and submit to their home campus Provost. Petitions must be received and approved prior to beginning the activity and travel to the worksite.

AND

Submit the Internship Learning Agreement Form (ILA) on CareerPath prior to beginning the activity and travel to the worksite. Documentation of COVID-19 risk mitigation protocols from the employer will need to be uploaded to the Internship Learning Agreement.

Please forward final decision from Provost’s Office to Gianina Chrisman at gianina.chrisman@mhc.cuny.edu. Feel free to contact Ms. Chrisman for guidance at any time.

**Interstate and Travel within New York City’s five boroughs**
Submit the Internship Learning Agreement Form (ILA) in CareerPath prior to beginning the activity and travel to the worksite. Documentation of COVID-19 risk mitigation protocols from the employer will need to be uploaded to the Internship Learning Agreement.

To recap, students must receive the appropriate approvals:

A. if they wish to participate in any in-person internship or research project (located outside of NY State and within NY state, including the five boroughs.) AND
B. are seeking academic credit, credit for the graduation requirement and/or Opportunities Fund

To comply with these changes, students cannot begin their internship/research until they receive all levels of approval and we cannot accept any Internship Learning Agreement (ILA) form submissions after the first day of employment.

Credit towards the Macaulay graduation requirement and/or funding through the Opportunities Fund cannot be issued without a petition waiver (out-of-state applicants only) and Internship Learning Agreement approval.

Job/Internship Search Resources
- Use CareerPath, Macaulay Honors College’s online job and internship portal, to apply for positions – postings are added daily.
- Subscribe to CUNY’s weekly jobs and internships newsletter
- Review our online resources such as resume and cover letter writing guide, interview prep etc.

Under the current circumstances, we are trying to remain fluid and adaptable to the situation. If you have any questions, please reach out to Gianina Chrisman at gianina.chrisman@mhc.cuny.edu.