

Dear Student:

We want to follow up on the recent communication regarding the Coronavirus (COVID-19) update from Chancellor Félix Matos Rodríguez on Wednesday, March 11, 2020. As the Chancellor noted, CUNY is implementing a comprehensive transition to distance education for the remainder of the semester. As part of this transition, CUNY will be in an instructional recess for pedagogical retooling from Thursday, March 12th through Wednesday, March 18th.

Because your health and safety remain our priority, Macaulay's Career Development Office will plan to continue services virtually effective immediately. Out of an abundance of caution, our partner employers have cancelled the remainder of our events for this semester. However, we are discussing possible workshops to address remote work and online interviewing, among other topics, to occur virtually.

### **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:

- It is vital to remain active and professional in your communication with your internship site. You will need to discuss next steps with your internship supervisor:
  - o Can you complete the remaining weeks and hours of your internship remotely?
    - If you are asked to work remotely, discuss options and expectations.
  - o Can you postpone the internship and resume in the future?
    - If you are given the option to resume in the future, discuss timelines and expectations.
  - o If this is an academic internship for credit, contact your professor or the department that is issuing the credit to understand your options.
  - o 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.
  - o 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)).

### **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.”)
- Graduating seniors who are unable to complete their internship this semester must:
  - o For internships that were terminated by the employer:
    - Provide documentation that demonstrates the internship was terminated.\*
  - o For internships terminated by the student:
    - Provide a written statement of the circumstances that led them to end their internship.\*
- All other students will be expected to use a future internship to satisfy the requirement.

\*Necessary documentation can be submitted here:

<https://community.macaulay.cuny.edu/forms/career-development-internship-termination-documentation/>

### **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.

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