



Student Internships in a Remote Environment

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Recommendation: Health Training

Mandate students entering internships to complete the SIUE Health and Infection Control

Training emphasizing:

- Health
- Cleanliness
- Wearing Masks
- Universal Precaution

Resources. Students should familiarize themselves with the recommended CDC guidelines and university’s guidelines for health and safety. For the latest information on SIUE’s response to COVID-19, visit: <https://www.siue.edu/about/announcements/coronavirus/>.

Recommendation: Student Tracking

Create Progress Tracking Tools

- Students must track hours
- Communicate with supervisors to verify student progress
- Check-in with students about progress

Resources. Students could be encouraged to track hours using a spreadsheet that documents specific activities and discipline competencies alongside working details (hours worked, date, time in and out). The following table can be used as an example.

Date	Time In	Time Out	Hours Worked	Activity Description(s)	CSWE Competency
3/17/2020	9:00 AM	3:00 PM	5.5 Hours	Completed 1 Biopsychosocial assessment via telehealth; Attended 1 virtual staff meeting; Facilitated 1 telehealth group session	Competency 1 - Ethical and Professional Behavior; Competency 6 - Engagement; Competency 7 - Assessment; Competency 8 - Intervention; Competency 9 - Evaluation
3/18/2020	12:00 PM	4:00 PM	4 Hours	Completed Online Mandated Reporter Training; Wrote 7 reports to county probation officers	Competency 1 - Ethical and Professional Behavior; Competency 6 - Engagement; Competency 9 - Evaluation

3/19/2020	5:00 PM	10:00 PM	5 Hours	Covered the Never Use Alone phone line	Competency 1 - Ethical and Professional Behavior; Competency 3 - Human Rights/Social Justice; Competency 6 - Engagement; Competency 8 - Intervention
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Other ideas might include:

- Create Qualtrics Surveys
- Share OneDrive Files (use external platform such as Google Drive for file sharing with non-SIUE email addresses)
- Journals and Reflections

Recommendation: Fully Remote Internships

- Work with existing internship partners to find opportunities for remote internship work
- Help existing partners translate face to face internship duties to remote work
- Identify virtual companies that accept student interns

Resources. Departments might explore various platforms to support students in finding remote opportunities. Examples:

- Intern from Home—database of internships that allow students to work virtually <https://www.internfromhome.com/>
- Jobspresso – students can search all remote internships with various companies <https://jobspresso.co/remote-work/>

Recommendation: Reimagine Internships

- Temporarily suspend optional internship requirements
- Create professional development and learning opportunities for students to engage in within the Department to gain experience
- Generate Remote Alternatives
- Create a list of remote activities related to internship goals/competencies and share it with students and internship sites
- Generate a list of “alternative supervisors” who can over-see student internship activities

Resources. In collaboration with a focus group, the following list of alternatives might help departments begin to think about reimagining what internships look like.

- Art Therapy
 - Conducted telehealth individual and group counseling sessions
- Social Work
 - Online trainings that relate to competencies
 - Policy and advocacy work
 - Creating resource manuals
 - Telehealth individual, family, & group therapy
 - Creating online trainings and education sessions
- Writing grants
- School of Education / Special Education
 - Create online course content
 - Discussed virtual tutoring
 - Support cooperating teachers during Zoom meetings
 - Prepare and assist with course planning
- School of Business
 - Worked remotely to develop social media marketing plans under guidance of supervisors

Recommendation: Micro-Internships

- Students complete a 3-4 week project with a single firm that addresses specific goals/competencies of degree program
- When the project is complete, the student moves on to another micro-internship
- Paid/UnpaidCredit/Non-Credit

Resources. Departments should consider allowing students to complete micro-internships to complete internship requirements.

- Riipen – Matches students with project learning opportunities <https://www.riipen.com/>
- Inside Sherpa - Virtual work experience with companies that offer virtual module-based learning <https://www.insidesherpa.com/>
- Parker Dewey – Connects students to Micro-internships <https://www.parkerdewey.com/>

Recommendation: Additional Coursework

- Consider additional course work or electives in place of internship opportunities
 - Mass Communication worked with accrediting body to waive internship requirements and offer electives

Resources. Departments might consider utilizing massive open online courses (MOOCs) or a combination of learning modules to fulfill electives.

- Coursera <https://www.coursera.org/>
- EdX <https://www.edx.org/>
- Tableau <https://www.tableau.com/learn/training/elearning>
- Inside Sherpa <https://www.insidesherpa.com/>

Always encourage students to be the first line of communication. Faculty & internship directors should support students.

If students are completing internships that are **voluntary** (not related to degree or course requirements), students should be informed of the risks associated with such activities (both COVID and non-COVID related). It is suggested students sign the waiver that has been provided by the SIUE General Counsel.

Student internships completed for degree or course requirements **should** be at sites that have contractual agreements with SIUE through the Office of the General Counsel. These agreements include liability that would extend to COVID-19 and cover students under the SIUE self-insurance plan. No additional waiver is needed.

For additional questions regarding liability, contact: Jennifer Wagner, SIUE General Counsel · jennwag@siue.edu