

Career Services Policy on Summer & Fall 2020 Internships

Due to health concerns surrounding the recent COVID-19 outbreak, Hendrix College is taking several precautions to protect students. Some of these will impact the approval process for Summer (and possibly Fall) 2020 internships.

1. Students must provide Career Services with the following documentation (in addition to the regularly required internship paperwork):
 - a. Documentation of your internship site's COVID-19 policy (*upload this to your online internship packet or email to burris@hendrix.edu*).
 - b. A description of how you will be able to complete your internship while maintaining all COVID-19 safety measures recommended by the federal, state, and local governments, the College, and the internship site (*included in your online internship packet*).
 - c. Signed COVID-19 Addendum to the Internship Program Waiver and Release Form for packets begun on or before 3-30-20 (*OR COVID-19 Waiver in your online internship packet for packets begun after 3-30-20*).
2. A Career Services committee will review each application, and decisions will be made based on the College's guidelines (which will be impacted by federal, state, and local government recommendations). Please note the following:
 - a. Only internships that can guarantee to NOT put the student at risk for contracting COVID-19 will be approved (i.e., internships that can be completed remotely, if needed).
 - b. All other internships will either be denied or TENTATIVELY approved (based upon a dramatic improvement in the COVID-19 crisis).
 - c. Currently, no internships requiring travel will be approved. They may receive TENTATIVE approval.
 - d. Approval of your internship may be revoked, and therefore your internship may be cancelled, if the COVID-19 crisis dramatically worsens.
3. While no certain time frame for converting TENTATIVE internships to FULLY APPROVED internships is possible given the nature of the COVID-19 crisis, College Administration will regularly monitor and follow the guidance of federal, state, and local authorities. Career Services will contact you directly with any changes to approval status.

To be completed if internship packet was begun or completed prior to 3-30-20:

COVID-19 Addendum to the Internship Program Waiver and Release Form

I understand that COVID-19 may increase the health risks associated with my internship. I do hereby release and discharge all employees of Hendrix College, its governing board, officers, agents, employees, faculty, and staff from any and all liability, causes of action, costs, charges, claims, expenses, and demands, as well as any and all damages incurred by me as a result of or arising out of my participation in the Hendrix College Internship Program.

By signing below, I hereby expressly assume any and all risks (including COVID-19) which may be incumbent with my internship, with the realization that my participation may subject me to personal injury or property damage risks.

Additionally, I hereby expressly agree forever to refrain from suit or proceeding at law against Hendrix College for any personal injury or property damage incurred arising out of or in any way related to my participation in the Hendrix College Internship Program.

I take responsibility for following the guidelines put forth by federal, state, and local governments, the College, and my internship site with regards to COVID-19 precautions.

Signature/Date