COVID-19 Externship Policy for Spring Quarter 2020

On March 18, 2020, the University of Washington announced that classes and instruction would be offered remotely throughout spring quarter. This poses a special challenge for students who were planning to complete some or all of their work at externship sites off-campus during spring quarter. This policy was developed to help ensure students’ academic success while protecting the health of our community during this public health crisis.

1. **Remote Learning Addendum.** All participants in a spring quarter 2020 externship must sign a Remote Learning Addendum to Individual Learning Agreement, describing the conditions of remote work during the externship.

2. **Limit on Remote Work.** The usual requirement for students to complete the majority of their work hours at the externship site is waived due to the circumstances.

3. **Communication.** Students and Site Supervisors must agree on a plan for regular communication, which includes substantial opportunities for students to ask questions, discuss tasks and assignments, and get specific feedback. These meetings must be conducted via live person-to-person contact. Ideally, these meetings would be conducted via video conference, but in the alternative, they can be via telephone. Video conferences can be conducted through Zoom, which every student has access to through their University account. Students can go to https://washington.zoom.us/ to access their Zoom account with their UW NetID and password.

4. **Work hours.** Generally, Students are encouraged to work a regular schedule, with hours approximately spread evenly throughout the quarter. However, given the unpredictability of the current situation, Students may, with the approval of their Site Supervisors, adjust their work hours, as needed, including frontloading hours to complete the externship work early. Adjustment of work hours do not need Faculty Supervisor approval.

5. **Illness.** If Students are ill, they should not go to their externship site until they have recovered. Students should notify both their Site Supervisor and Faculty Supervisor immediately if they are unable to go to their externship site.

6. **Course Requirements.** All assignments will be submitted online via Canvas and the externship seminar will be conducted online via Zoom.

7. **Changes After the Quarter Starts.** At any time after spring quarter starts, if Students or Site Supervisors need to change any aspect of the externship, they should immediately notify the Externship Program Director. If a Student is unable to complete the requisite number of externship hours by the end of the quarter due to COVID-19-related issues, the Externship Program Director will assess each situation on a case-by-case basis.