

To provide information and guidance related to off-campus academic internships and service learning placements in accordance with the CSU Chancellor’s Office issued memo, [Experiential Learning during the COVID-19 pandemic](#), officially [CSU CO Policy #8388232](#), a sample listing of such policy is shown below for course syllabi. This sample can be used in addition to the Academic Senate Policy Resolution: Temporary Changes to Syllabus Policy to Enhance COVID-19 Communication | Appendix A. Syllabi Verbiage:

**Fall 2020 COVID -19: Student Off-Campus Academic Internships and Service Learning Placements**

The updated guidelines and recommendations, which are available on the Institute for Civic & Community Engagement’s (ICCE) [COVID-19 Internships & Service Learning webpage](#), promote positive learning experiences and prioritize your safety and health when participating in experiential learning (e.g. service learning and academic internships). Please note that the below processes **do not** apply to teacher preparation (credential) placements or clinical placements including nursing, social work, counseling, physical therapy or occupational therapy as these programs have created processes specific to their programs as aligned with CSU CO guidelines.

**Student FAQs**

***Will virtual/ remote and on-site (physical) placements will be allowed for fall 2020?***

- Yes. Work with your course instructor and site supervisor to consider alternative remote options first. Faculty/departments are working with students to provide as much flexibility and accommodation as allowed to support you without penalty, in regards to alternative experiences and assignments. If you choose to do an on-site placement, you must have completed all proper documentation and COVID-19 training before you start at your on-site placement.

***What are the required student steps BEFORE placement for on-site (physical) placements?***

1. Check in with your course instructor to ensure your site placement fulfills course requirements.
2. Check in with ICCE to ensure your site placement is “approved”. If not listed on [ULink](#), please contact ICCE. Visit [icce.sfsu.edu](#) and/or see below contact information.
3. Review and submit the [Fall 2020 Student Informed Consent & COVID-19 Info. Packet](#) to your course instructor and/or ICCE.
4. Complete the preventing COVID-19 and commit to prevention strategies training titled, “SFSU: Student Safety during the COVID-19 Pandemic”. Although, this training has an on-campus in-person activities focus, the COVID-19 practices covered apply to any location outside the home. [Click Here to Start Your Training](#)
5. Print a copy of the COVID-19 Certificate of Completion.
6. Email the certificate to your course instructor and/or ICCE ([icce@email.sfsu.edu](mailto:icce@email.sfsu.edu)).

**ICCE Coordinator Contact Information**

| Coordinator Name | Course/College(s)  | Email  |
|------------------|--|--|
| Michelle Chu     | Academic Internship – CHSS & CLCA  | <a href="mailto:michelec@sfsu.edu">michelec@sfsu.edu</a> |
| Eunice Kim       | Academic Internship – CoSE & Lam Family CoB and<br>Early Fieldwork course for all Colleges | <a href="mailto:eunicek@sfsu.edu">eunicek@sfsu.edu</a>   |
| Glendie Domingo  | Academic Internship – CoETHS & CSL courses for all Colleges                                | <a href="mailto:glendie@sfsu.edu">glendie@sfsu.edu</a>   |

**Fall 2020 Zoom Virtual Drop-in Hours for CSL & AI Courses**

**August 25, 2020 to December 22, 2020:** Every Tuesday (12:00-1:30PM) & Friday (9:00AM-10:30AM)

Join us on [Zoom](#)

Or dial in 1-669-900-6833 US (San Jose)

Meeting ID: 992 7419 3326

Passcode: 451530