



College of Business

UNIVERSITY OF CENTRAL FLORIDA

Dear Employer Partner,

To help mitigate the spread of the 2019 Novel Coronavirus, UCF is taking preventative steps, including moving our courses online and having employees work remotely. As part of these precautionary measures, we are asking you to transition your UCF Intern to a remote working internship or co-op experience for the remainder of the Spring 2020 semester and for any Summer 2020 internships.

Based on conversations with experiential leaders across the country, we identified potential remote internship or co-op learning alternates for your consideration.

- Develop a plan to provide operational solutions for the organization
- Write scripts or social media posts
- Create a communications plan surrounding Coronavirus and prepare the documents for that plan to be implemented
- Work with the organization to review and improve a specific policy
- Translate the organization's promotional and/or material into other languages to help community members who do not speak English

Stress that you expect students to remain actively engaged in their work and to be professional in their communications and interactions with your organization.

As you implement remote working alternatives, we suggest considering:

- How will you communicate with students electronically (i.e., Skype or Zoom meetings, conference calls or telephone calls)?
- How will students track their hours?
- How will you check the quality of the students' work (e.g., using cloud-based applications)?
- Does the student have the required technology to complete off-site work (i.e., laptop, access to software and internet access)?
- How often will you contact your intern?

The health and safety of our students and community is our top priority. For additional information about UCF's approach to the Coronavirus outbreak, visit UCF's Coronavirus website at <https://www.ucf.edu/safety/coronavirus/>

Sincerely,

Sylecia Groover
Internship Coordinator | Instructor
Office of Employer Relations and Student Success | Employer Relations Team