



COVID-19 Guidelines for TCC Work-Based Learning Experiences

It is our goal to ensure the safety of our students, employer partners and community.

Remote/Virtual Internship Option

Remote or virtual internships are on the rise during COVID-19. These forms of internships allow participants to complete tasks in a setting away from the traditional office. Students and internship hosts should discuss tasks and goals that are to be completed during the internship, in addition to remote equipment necessary for the job.

Good Practices for Remote/Virtual Internships:

- Weekly meetings between the student and internship supervisor to discuss tasks and feedback for work.
- Setting clear expectations and establishing learning objectives.
- Student interns should participate in an orientation and virtual networking opportunities with other members of the organization.

Traditional In-Person Internship Option

If a student decides to participate in an in-person internship, the host must adhere to all state and local COVID-19 and CDC guidelines. Additionally, a student who participates in an in-person internship understands that the decision is voluntary.

Students who choose to participate in an in-person internship must sign the Career Center Liability Waiver.

Ending a Traditional In-Person Internship Early While Receiving Academic Credit

Should a student be required to end their internship early, due to COVID-19, with which they were to receive academic credit, the student should immediately contact the Career Center and their course instructor. We will discuss alternative completion options.

Internships Secured Outside of the TCC Career Center

While students are able to secure and set-up internship opportunities on their own, the Career Center would like to ensure the safety of the student, our employer partners & the community. Students who secure or are participating in a private internship, outside of Tallahassee Community College, must notify the TCC Career Center and are strongly encouraged to discuss work duties and COVID-19 policies with their employer.

Approving Work-Based Learning Opportunities for TCC Students

Every internship and job shadowing opportunity must be reviewed and approved by the TCC Career Center Team. Employers will be required to acknowledge that they will “abide by state/local and CDC guidelines in relation to COVID-19.” Employers **must** also list out all tasks and duties for the intern. All students who participate in an internship, despite their delivery, **must** complete at least 150 hours.