In response to the swift changes experienced related to COVID-19/Coronavirus, this plan seeks to address this interruption to students' internships. The safety and well-being of our students, staff, faculty and community partners is our main priority.

As of March 11, 2020, USC has cancelled/postponed all on- and off-campus university-sponsored events through April 10 and has started a period of remote instruction until Tuesday, April 14. Students leaving campus for Spring Recess are asked to not return until at least Monday, April 13. California and Los Angeles County have declared states of emergency. As of March 13, there are no cases of COVID-19 at USC – updates can be found at sites.usc.edu/coronavirus. It is important for us all to be vigilant about our own health and the health of those around us.

In-person interactions are irreplaceable and a critical part of developing as a gerontologist; if at all possible, we advocate for Student Interns to fully utilize the opportunities made available at their internship site. However, the world is also evolving to include many elements of working remotely, such as speaking over the phone, using e-mail, connecting virtually (e.g., Zoom, Facetime, Skype), or using text-based communications (e.g., text messaging, other messaging apps, Slack). There are many ways to continue the goals/habits discussed in the beginning of the semester while responsibly limiting face-to-face contact in response to current concerns.

A memo from the Provost has been released covering undergraduate, graduate, and international student instruction; the full memo is available at https://sites.usc.edu/coronavirus/3-13-update-memo-from-the-provost. Key highlights include:

- Academic progress will continue, courses will be completed, and students currently on track to graduate this term will be able to graduate this term if they complete their courses satisfactorily as usual.
- (Undergraduate and) graduate students who are working in research labs and on other research projects as a requirement for their degree may continue to do so as long as appropriate social distancing and good hygiene can be maintained. This is in accordance with professional standards and practices. Some buildings will not be open to the public during this time, but will be accessible to you with your key-card.
- Given that portions of the learning environment are in clinical, hands-on settings, we plan on proceeding with clinical activities. Information about clinical experiences will be handled separately by the schools, and details will be provided in separate communications by the deans. Heightened protocols will be implemented, aimed at ensuring the safety of our students, patients, faculty and staff.
- The decision whether to return to your home country is a personal one and should be considered carefully, in consultation with family when possible. We want you to be where you will feel most comfortable in the coming weeks.
- If you choose to return to your home country, check in with the Office of International Services beforehand at 213-740-2666 or ois@usc.edu to discuss your visa status.
• In the event you cannot return to USC from your home country, your academic program will assess your options. We are committed to supporting your academic progress.
• Please keep in mind that international travel is in a fluid state, and new travel restrictions could arise at any moment.

Our students and community partners are advised to proceed cautiously and follow health department guidelines.
• Some internship sites have already locked down their location(s) and are allowing only essential staff members; volunteers, interns, and other nonessential personnel are asked not to return until further notice. Consider offsite activities (see below).
• If a site allows Student Interns to continue their placements in person, Student Interns are advised to clarify safety protocols in place and to proceed using their best judgment.
• If a site allows Student Interns to continue but a Student Intern does not want to continue attending in person, the Preceptor and Student Intern should determine whether there are sufficient offsite activities for the Student Intern to complete their required hours. If there is disagreement about whether the internship should continue in person or there are insufficient activities, please e-mail Dr. Nguyen directly.
• We will continue using the EXXAT workflow or suspend use/adapt, as appropriate.

If sites allow Preceptors to continue their responsibilities overseeing Student Interns, Preceptors are allowed to assign students offsite learning activities that are aligned with the work of the internship site and the projects/goals listed in the Student Intern’s Learning Agreement. Examples of offsite internship activities include (but are not limited to):
• **Create materials for residents/clients:** develop handouts/brochures/pamphlets/flyers that covering topics of interest
• **Create staff member trainings:** develop trainings that can be used at future in-services
• **Create presentations or workshops for residents/clients:** develop individual presentations covering topics of interest, or develop curricula covering related topics or a complex topic over multiple sessions
• **Develop/revise resources:** create a new manual/reference guide or update currently existing materials
• **Translate materials:** translate existing handouts/written materials into other languages
• **Conduct literature review:** review peer-reviewed articles or written materials on topics relevant to goals/habits, help ensure integration of evidence-based programs
• **Conduct legislative policy review:** review relevant laws/policies impacting client population of site, provide summary of findings, and/or prepare advocacy materials
• **Write/draft a grant:** research potential grant opportunities, identify suitable partners, write sections of a grant proposal
• **Complete online trainings/webinars:** watch relevant trainings from trusted reputable organizations, write a reflection and/or prepare a handout/short presentation, and provide a certificate of completion for Preceptor’s and Student Intern’s records.
  Example: Alzheimer’s Association ([https://training.alz.org](https://training.alz.org), approx. 10.5 hours)
At this time, regardless of if there are changes to a Student Intern’s Learning Agreement, we would like Preceptors to e-mail the following information to Dr. Anna Quyen Nguyen and Edward Xi with the Student Intern CCed:

- State if site is allowing or no longer allowing Student Interns on site
- Confirmation of the site’s policy on remote/offsite work
- Identify if Student Interns is completing hours onsite, offsite, or combination
- Statement of whether Preceptor is able to continue hosting Student Intern
- Identify offsite activities that are being integrated into internship, if applicable
- Confirm whether offsite activities are sufficient for the remaining hours required

If Preceptors are no longer able to host or oversee the work of Student Interns, or if site does not approve of offsite activities, the responsibility will go back to the Director of Internship Training. (Please keep in mind that there are 50+ students in the internship courses this Spring 2020 semester; your patience and persistence is greatly appreciated.) If this is the case, after the Preceptor has e-mailed, Student Interns should e-mail the following information to Dr. Anna Quyen Nguyen and Edward Xi:

- How many hours you have currently accrued
- A list of activities you would like to complete (listed above or ones you have thought of) aligned with the spirit and learning experiences of your internship goals/habits
- How the activities will be measured (what will be submitted, point value of each activity)

We are a community that supports one another through difficult circumstances and will get through these unusual times through mutual support, patience, and cooperation with our local public health agencies.

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