

UNIVERSITY OF PHOENIX

Updates Related to COVID-19 for COE Students

April 17, 2020

Greetings, Administrative Interns,

We hope this correspondence finds you all well. We would like to provide you with a summary of key decisions that were recently made by College leadership due to COVID-19 related school closures. Below is a summary of developments; please note, that given the fluid situation presented by Covid-19 considerations, the information below is subject to change.

- Regarding virtual internship/field experience hours, the decision was made to allow up to 30 hours of virtual experience to be completed this semester. Interns will need to consult with their mentors to ensure the appropriateness of the virtual experiences.
- Students, mentors, and supervisors preparing for a capstone seminar course (ADMIN/591A, ADMIN/591B, and ADMIN/591C) are encouraged to conduct the meeting virtually via teleconference, phone conversations, Zoom, Skype, or another virtual, synchronous platform.
- Students enrolled in ADMIN/591A will be able to progress in the course as long as all parties are able to participate in the orientation visit virtually.
- Students enrolled in ADMIN/591B or ADMIN/591C who will not have the requisite Intern Learning Plan (ILP) hours or seminar deliverables may elect to:
 - Earn an IP grade in the seminar (with up to 15 weeks of extended time) **OR**
 - Readjust their course schedule. Students must work with their Academic Counselor to determine their schedule options.
- Students, mentors, and/or supervisors who do not have printer or scanner capabilities during this period may submit electronic signature or typed name on the meeting log, ILP, and checklist. In these instances, we ask that the supervisor email the seminar faculty with cc to Ashley Crane (for programmatic documentation purposes) verifying/validating that all deliverables are complete. If this situation applies to you, the intern, please provide your faculty supervisor with the contact information for your seminar faculty member.
- Virtual alternatives for two projects (Student Discipline & Teacher Observation) have been developed for those students who may only need these to complete as they enter into ADMIN/591C. Internship supervisors have been provided with information related to the alternatives.

- For students entering into ADMIN/591B, please note that the internship projects may be completed in any order. As a result, it may be beneficial to complete the Management of Resources and Community Relations plan during the school closure period.

Please note that the above accommodations will be in place through summer 2020. We will revisit as needed should additional time/extension be warranted. We are committed to keeping you apprised of continued developments as they arise. Please contact your Education Placement Specialist with any questions. Most importantly, stay healthy and happy.

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