**Internship Update**

Dear Academic Internship Program Participants,

As a follow-up to President Schutt’s COVID-19 Campus Update, we are writing to notify you that the Academic Internship Program will be moving online effective Monday, March 23. This includes both the completion of internship hours and course assignments. Please know that the Career Advancement Center (CAC) is in the process of communicating with your on-site supervisor to determine whether you will be in a position to continue your Spring 2020 internship remotely. If your internship site is in a position to offer you remote work, then you may choose to do so for the remainder of the semester, while completing course assignments under the continued direction of your CAC Internship Specialist. If your site is not in the position to offer you remote work, your CAC Internship Specialist will provide you with an online internship curriculum designed to provide you with the necessary hours and assignments needed in order to complete the required credit(s).

We will be in touch with you directly by Friday, March 20 with further information and direction for the remainder of the semester, so please be sure to regularly check your email for Academic Internship Course updates from cacintern@lakeforest.edu or your CAC Internship Specialist. Additionally, as stated last Thursday, we have informed your on-site supervisors about the extended Spring Break, and participation in your internship is not required during this time. **However, if you have not already done so, we ask that you please contact your on-site supervisor directly as well to inform your site if you will not be returning this week.**

Students participating in the Lake Forest College In the Loop Program or ACTIVATE Program will receive a separate email with further details about next steps from Jennie Larsen or Stephen Green from the Center for Chicago Programs.

Thank you for your cooperation and understanding, and we will be in touch by Friday with further details. If you have any additional questions and/or immediate concerns regarding your internship, please email cacintern@lakeforest.edu.

***Jennifer Lazarus***Associate Director of Internships, Career Advancement Center

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