Coronavirus Update: Arts Management Internships

In response to the Coronavirus (COVID-19) crisis, the College of Charleston has moved all instruction online for the remainder of the Spring 2020 semester. Further information and updates about this decision can be found at this link.

As of March 23, 2020, the faculty and staff of the Arts Management Program have implemented the following policy for students completing internships for credit, ARTM 400 and 401:

**Students:**
If you are able to complete internship tasks remotely or onsite, please continue to work with your supervisor to do so for the remainder of the semester.

**If you have earned 90+ hours by April 13** from remote or onsite work, the 120-hour requirement is waived. Continue to submit your journals each week and submit your final assignments as outlined on OAKS. You do not need to complete any supplementary assignments.

**If you have earned less than 90 hours by April 13,** continue to submit your journals each week based on when you were working onsite at your internship. In addition, you must also complete a supplementary written assignment, which will be due with your other final assignments on Reading Day, April 23. The supplementary assignment guidelines will be posted on OAKS by March 31.

If you have questions or concerns, please reach out to your faculty supervisor via email and Claire at celong@cofc.edu.

**Supervisors:**
If you are able to provide remote work for your student intern(s), you are strongly encouraged to do so. You might consider incorporating your intern into any continuity planning occurring in your office, providing an opportunity for resume review, or coming up with creative duties that can be performed during a period of modified operations like training manuals, significant projects that were previously on hold, reports and benchmarking, etc. Again, this can be a great opportunity to demonstrate your organization’s policies, decision-making processes, and communication with community members. If you would like to talk through any projects or would like any advice on converting your internship to a robust remote experience, please reach out to Claire at celong@cofc.edu for available resources.

That being said, please do not feel pressured into developing “busywork” for your student intern during these challenging times, especially since we have established a framework that allows for students to complete their academic requirement regardless of the current number of hours earned.

*Thank you for your flexibility during this time. We will be in touch with any updates and relevant information. If you have any questions, please do not hesitate to contact us.*