

**Occupational Safety and Health Department**

### **Padnos College of Engineering & Computing – Occupational Safety and Health Department COVID-19 Information**

### **Frequently Asked Questions (FAQs) – Internship Impact**

In order to assist the faculty, staff, and students during the COVID-19 health crisis, a frequently asked questions (FAQs) page has been developed to address common areas of concern and general inquiries regarding the impact on the Occupational Safety and Health Department’s internship requirements. If you have a question or concern that is not included below, please contact **Dave Huizen****, Unit Head Occupational Safety and Health Department,** to discuss.

### ****Health & Safety****

**I need information about COVID-19. What resources are available?**

[**GVSU Counseling and Psychological Services**](https://www.gvsu.edu/counsel/covid-19-and-mental-health-285.htm) are available for students. The CDC makes [**recommendations on managing stress**](https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html) during COVID-19 on its website. Also, this [**Spectrum Health site**](https://www.spectrumhealth.org/covid19) offers ideas on what you can do to help yourself and your community.

**What should I do if I am not feeling well and suspect a COVID illness?**

Follow [**CDC Guidelines**](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsteps-when-sick.html). If you are a student and you suspect you may have COVID-19, please contact your healthcare provider or [**GVSU Campus Health Center**](https://www.gvsu.edu/campushealth/)(616-252-6030) to consult with someone about your symptoms and determine next steps for your care. Follow corporate protocol regarding absences due to illness (specifically COVID-19) and connect with your faculty advisor/instructor to let them know. You can also schedule a meeting with a [**GVSU CARE Advisor**](https://www.gvsu.edu/care/) to help navigate your illness and academics.

**Professional Placement – Experiential Education Requirement**

**What are the expectations for fall with regard to professional placement?**

Students scheduled for fall internships should **proactively contact the employer to confirm continuity of employment and determine work arrangements** (remote, hybrid, flexible/staggered schedule, etc.). Note, a mandatory administrative release from a required internship placement will not affect the graduation timeline, as students will be given guidance regarding alternative internship options, and they will be expected to complete the online academic requirements for the internship. All decisions to release students from mandatory internship requirements will follow guidance from the Padnos College of Engineering & Computing, as well as the University-level administration.

**Due to certain health conditions or worksite protocol within my internship setting, I do not feel comfortable with the assigned work site or arrangements for my current placement. How do I fulfill my cooperative education graduation requirements?**

Internship students are expected to proactively confirm employment continuity and determine work arrangements (remote, hybrid, flexible/staggered schedule, etc.), so that the information is available to properly assess safety/security concerns related to the corporate work setting. If a need arises to seek assistance for a specific concern, students are asked to first contact the employer to discuss directly. If additional assistance is required or mentoring is needed, please contact **Derek McCormick, Internship Coordinator****,** to discuss.

**My employer notified me that they are uncertain about or cannot fulfill an internship commitment. My employer notified me that they can provide employment in a part-time capacity. How should this situation be handled?**

OSH students are expected to complete an internship to earn academic credit toward the mandatory graduation requirement. Students who have been notified of a cancellation or suspension of their internship, should seek assistance from **Chris Babbitt, OSH Liaison****, GVSU Career Center,** to develop a plan to secure alternative employment. Students who have received a notification of uncertainty regarding employment, should contact **Chris Babbitt, OSH** **Liaison, GVSU Career Center,** to discuss parallel planning efforts. Students who have been offered limited, delayed, or part-time employment, should contact **Derek McCormick, OSH Internship Coordinator,** to discuss alternative experiential education options.

**Does a mandatory release from my internship, affect external accreditation and ability for professional certification?**

Internships and experiential education are not an [**ABET accreditation**](https://www.abet.org/) **requirement**, but it is a mandatory curricular requirement. Critical student learning outcomes are assessed in the cooperative education courses, so students are required to complete all academic and alternative experiential work.

**Academic Component – Online Teaching & Learning**

**What are the expectations for fall with regard to the online academic component of the internship requirement necessary for graduation?**

Since the mode of instruction for the academic component of the required internship education coursework is completely online, all students will be expected to fulfill the requirements that are indicated on the course syllabus. Any concerns related to the ability to meet specified deadlines should be addressed with **Derek McCormick, OSH Internship Coordinator****,** may be contacted to address.

**Can I submit a pass/fail request for a cooperative education course?**

Given that there is a mandatory internship education (professional) and academic component required for all undergraduate degree programs, a pass/fail request cannot be honored. All students must satisfactorily complete both the internship (or approved experiential education alternative) and academic components to earn credit for the course.

**Can I take an incomplete and finish coursework during a later semester, and can this be done without charging me more tuition?**

Not at this time. All internship course requirements must be satisfactorily completed to earn course credit and ensure that the earned grade is posted to the Banner system. Please review the [**academic calendar**](https://www.gvsu.edu/registrar/academiccalendar.htm#BD262BEF-991E-E631-BB83C2857E4F63B2) to determine the deadlines associated with course payment.

**Employment Resources**

**When assessing a worksite for safety and security, what factors should be considered?**

Students are encouraged to review the [**US Department of Labor, Occupational Safety and Health Administration Guidelines**](https://www.osha.gov/Publications/OSHA3990.pdf) (6/18/2020)

**General**

**Where can I find the latest GVSU information and resources on COVID-19?**
[**GVSU COVID-19 Information Website**](https://www.gvsu.edu/coronavirus/) (6/18/2020)

**Where else can I get comprehensive information on COVID-19?**
The CDC has a comprehensive website with [**regularly updated COVID-19 information**](https://www.cdc.gov/coronavirus/2019-ncov/index.html). It includes information about [**managing stress during COVID-19**](https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html), [**how to protect yourself**](https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html)from COVID-19, and [**what to do if you’re ill**](https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html). (6/18/2020)

**Where can I find resources regarding local COVID-19 information?**
[**Kent County Health Department COVID-19 information.**](https://www.accesskent.com/Health/coronavirus.htm) 6/18/2020)

[**Ottawa County Health Department COVID-19 information.**](https://www.miottawa.org/Health/OCHD/coronavirus.htm) (6/18/2020)