



MEMORANDUM

Date: July 28, 2020

To: Provost Academic Council
Department Chairs
Associate Deans

From: Daniel Grassian, Vice Provost for Academic Programs
Mike Thorpe, Director of Risk Management & Business Services

RE: Supplemental Guidance to Existing For-Credit Experiential Learning Programs during the COVID-19 Pandemic

On June 25, the Chancellor's Office (CO) issued a memorandum "intended to provide supplemental guidance to existing for-credit experiential learning programs during the COVID-19 pandemic." This new guidance supersedes guidance previously issued by the CO in spring 2020.

The purpose of this memo is to summarize the additional requirements for credit-bearing experiential learning programs in response to the Chancellor's Office most recent guidance. While this memo focuses on off-campus experiential programs, the additional requirements also apply to on-campus experiential programs. Should you have any questions about the extent to which the below applies to specific on-campus or off-campus experiential programs, please contact Director of Risk Management & Business Services, Mike Thorpe at methorpe@csuchico.edu.

The following procedures are effective immediately for all new placements, unless or until they are rescinded or superseded by a new memorandum. They are supplemental to any pre-existing experiential placement requirements (i.e. [EM 19-025](#)).

Specifically, the CO defines credit-bearing experiential learning programs as "student teaching, clinicals, practicums, internships, service learning, field placements, etc." In order to reduce and address risk, they have asked us to adopt the following practices:

1. Students enrolled in experiential learning programs should be given a virtual learning option—to the extent allowed by accrediting and credentialing bodies—in order to complete their course work. This should include allied health clinical experiences and education programs (student teaching) if and when possible.

2. Students who choose to participate in on-site experiential learning programs (not virtual) must receive COVID-19 safety training consistent with federal, state, local and CSU guidance and/or mandates as part of their orientation and prior to participation. While learning sites are required to provide students with training and orientation, students are also required to take the campus COVID-19 training (available to students soon) before they begin their placement.
3. Departments sponsoring internships must provide students with face coverings for their placement if the site does not and if the student is unable provide their own.
4. Students engaged in on-site experiential learning must sign a waiver of liability form that includes an acknowledgement that they have been informed of and understand the risks to their own health presented by COVID-19. This waiver can be obtained through the office of Risk Management.
5. If a student will be attending a “higher risk” placement, please consult with Mike Thorpe to review the placement. A “higher risk” placement is defined as one in which it is known that the student will be working or coming into contact with individuals who are known to have been infected with COVID-19.