

MACAULAY

HONORS COLLEGE

Dear Student:

We want to follow up on the recent communication regarding the Coronavirus (COVID-19) update from CUNY Central on December 15, 2021. As the Interim Executive Vice Chancellor and University Provost noted, we are on track to return to at least 70% fully in-person courses on every campus for the Spring 2022 semester.

Because your health and safety remain our priority, Macaulay's Career Development Office will plan to continue services virtually until the end of the Spring semester. We are working closely with our employer partners to continue providing virtual events and recruiting on our online platforms.

Concerned about the Coronavirus?

- [FOLLOW](#) the CDC guidelines to prevent illness
- [READ](#) what CUNY's doing
- [SIGN UP](#) for CUNY Alerts to stay informed of campus closures
- Know that the [Mental Health and Wellness Center](#) at Macaulay offers free and confidential services

Career Events

All Career Events will continue virtually. They can be found on the [Macaulay website](#) and on [CareerPath powered by Handshake](#)

Student Appointments

Virtual appointments are available on [CareerPath powered by Handshake](#)

Mentoring

The Macaulay Mentor Program is still active and available virtually through [CareerPath powered by Handshake](#)

Internships

We know that completing an internship can be a challenge during these uncertain times and want to provide some guidance:

- If you suspect you have been exposed to the virus, please reach out to your supervisor to understand the best reporting methods at that organization and contact your Macaulay Advisor.
- If you decide to leave your current internship position or your employer implements measures that discontinues your employment due to this unprecedented situation, you must inform your Macaulay Advisor.
- You are not required to physically continue your internship if you feel concerned about your health and safety. We understand that some students may need to end their internship early.

If you need assistance or coaching on how to address this with your internship site, please reach out to Gianina Chrisman, Associate Director of Career Development (gianina.chrisman@mhc.cuny.edu) or Emily Jimenez, Assistant Director of Career Development (emily.jimenez@mhc.cuny.edu).

Internship Learning Agreement / Graduation Requirement

Students who wish to use an internship to satisfy the graduation requirements (see [Student Handbook section “V. Academic Enrichment Opportunities”](#)) or wish to use the Opportunities Fund to cover the cost of an internship or undergraduate research project that is unpaid and for which you do not receive academic credit, must complete an online [Internship Learning Agreement](#) (found in the “Experiences” section on CareerPath).

Macaulay Interruption Form

As an alternative, juniors or seniors unable to complete the community service, experiential learning requirement (i.e. study abroad, internship or research) because of the COVID-19 pandemic, and have consulted their Macaulay Advisor/Director about the situation, may use the [Macaulay Interruption Form](#) to submit a statement that, if approved, will satisfy the Macaulay graduation requirement in this area.

All other students will be expected to use a future internship to satisfy the requirement.

CUNY’s Policy on Domestic and International Travel

Per [CUNY Travel Guidelines](#), “[a]ll domestic and international travel must complete a preliminary screening (notification of intent to travel); higher-risk travel must be approved by a petition process.” Please review the [CUNY Travel Guidelines](#) for further information.

Per [CUNY’s Guidance on Academic Continuity to Campuses](#), because Macaulay students are not placed into internships/research by our office, this means that students interested in participating in a **domestic** internship will only need to acknowledge the waiver on the Internship Learning Agreement for credit towards the Macaulay graduation requirement and/or funding through the Opportunities Fund. Nonessential domestic travel is defined as out-of-state, interstate and travel within New York City’s five boroughs.

For international internships/research: Credit towards the Macaulay graduation requirement and/or funding through the Opportunities Fund cannot be issued without a petition waiver and Internship Learning Agreement approval.

Job/Internship Search Resources

- Use [CareerPath powered by Handshake](#), Macaulay Honors College’s online job and internship portal, to apply for positions – postings are added daily.
- Subscribe to [CUNY’s weekly jobs and internships newsletter](#)
- Review our [online resources](#) such as resume and cover letter writing guide, interview prep etc.

Under the current circumstances, we are trying to remain fluid and adaptable to the situation. If you have any questions, please reach out to Gianina Chrisman at gianina.chrisman@mhc.cuny.edu.