



UNIVERSITY OF CENTRAL FLORIDA

Office of the Vice Provost and Dean

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Orlando, Florida 32816-0086

Dear Students,

UCF's top priority is the safety of our students, faculty and staff, as well as the communities where COVID-19 could spread. On March 19, the university moved to online instruction through the summer A, C, and D semesters. This decision impacts internships and co-ops.

Until in-person instruction resumes at UCF, we have requested all internships and co-ops to be remote working experiences. We have contacted all employers on [Handshake](#) and those hosting students enrolled in an Experiential Learning internship course and asked them to assign online projects. If these employers are unable to do so, contact your instructor to discuss options, such as additional academic assignments, to meet the course's requirements.

We want to provide you with robust and meaningful academic opportunities and want to understand your experience transitioning to a remote co-op or internship. Please complete this brief [survey](#) at to let us know how it's going. Please respond by Friday, March 27.

Visit the Experiential Learning website at explarning.ucf.edu for information, including an FAQ, about co-ops and internships. Visit UCF's coronavirus safety [website](#) to learn about the university's response to the spread of COVID-19.

Email [Experiential Learning](#), if you have questions about your co-op or internship.

Thank you for your patience and flexibility during this challenging time.

Thank you,

A handwritten signature in black ink that reads "Theodore Regina Berry".

Theodorea Regina Berry, Ed.D.
Vice Provost, Division of Student Learning and Academic Success
Dean, College of Undergraduate Studies