

## ***Update: Olitsky Internship Grant and COVID-19 February, 2021***

The CPDC is closely monitoring the ongoing COVID-19 (Coronavirus) situation. We will continue to accept applications for the Olitsky Family Foundation Internship Grant for Summer 2021 while funds are still available. Applications must be submitted at least one week before the summer internship is scheduled to begin.

In light of the COVID-19 situation, the CPDC is allowing students who receive the Olitsky internship grant to work remotely *if their employer agrees to this*. Current Olitsky grant recipients who have applied for the Olitsky grant as an on-site intern and plan to shift to remote work MUST notify the CPDC and submit an updated Olitsky Grant Expense Form.

If a student is interested in working remotely, both the intern and the supervisor will need to agree to the below guidelines.

### ***Remote Work Guidelines***

- Students must have regular check-ins with their supervisor and must correspond directly with their supervisor at least twice a week either via phone, email, or Zoom.
- Olitsky grant recipients who are working remotely should have clear instructions and deadlines set by their supervisor throughout their internship.
- Remote interns will also be expected to have regular feedback and supervision on their assigned projects.
- Lastly, any remote interns will be expected to keep a log of their projects that can be submitted to their supervisor on a weekly basis to track their progress.