

Fall 2009

Dear Internship Supervisor,

As Executive Director of Career Development Services at Loyola Marymount University, I wish to thank you for providing an internship opportunity to an LMU student. An internship experience contributes to the academic and professional growth of our students and prepares them to succeed in and contribute to their chosen professions

This year, the normal stressors associated with the beginning of a new academic year are heightened by warnings about the flu which are dominating the news. The university is staying current with health advisories from the Los Angeles County Department of Public Health, National Centers for Disease Control and Prevention and the World Health Organization. LMU is taking precautions to prevent spread of the flu on campus however we recognize that campus will be affected by the H1N1 flu pandemic.

Interns are in a unique situation as they are members of both LMU's campus community and of the community within your organization. I would like to encourage you to have a conversation with your intern(s) that will help them to understand what you expect of them, should they show signs of the flu or become ill with the flu. For many LMU students, an internship is their first introduction to the workplace so they may not be familiar with workplace protocols, especially if they find themselves unable to report for their internship due to the flu or flu-like symptoms.

To help support you in this conversation, I would like to share with you, the messaging that LMU is providing to our students and invite you to check the LMU website at [www.lmu.edu/careers](http://www.lmu.edu/careers). LMU is encouraging students to be prepared, to communicate with their internship supervisors and should they exhibit flu or flu-like symptoms, not to attend work or class and to return to their family residence or go to a local family member or friend's. We are advising that the student stay home / in their residence hall room until they are fever free (without the use of fever reducing medication) for 24 hours. We ask that you consider modifying existing or creating guidelines for interns that are similar in nature.

We hope that you and the student may resolve absences due to the presence of flu or flu-like symptoms without penalty to the student intern. Likewise, we also encourage you to speak with your intern should your business operations be effected by occurrences of the flu. In any event, I encourage you to contact me directly at 310-338-5152 should you wish to seek guidance around a particular situation.

Thank you in advance for your support of LMU students as they pursue excellence in their academic and professional aspirations

Best Regards,

Elizabeth A. Atilano; Executive Director  
Career Development Services