

Fall 2009

Dear Intern,

As Executive Director of Career Development Services at Loyola Marymount University, I wish to congratulate you on choosing to complete an internship this semester. 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. While LMU is taking precautions to prevent spread of the flu on campus we do recognize that our campus will be affected by the H1N1 flu pandemic.

As an Intern, you are in a unique situation as a member of both LMU's campus community and of the organization that is providing you with the internship opportunity. I would like to encourage you to have a conversation with your supervisor at the beginning of your internship. This conversation will help you to understand what they expect of you, should you show signs of the flu or if you are unable to report for their internship due to the flu.

To help support you in this conversation, Career Development Services has developed a Letter to Internship Supervisors that you may obtain from the CDS website at <http://www.lmu.edu/careers> or the Internship Program in Career Development Services; University Hall Suite 1300. Please share the letter with your supervisor. It will let your supervisor know that LMU is encouraging students to be prepared, 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. Please go to MYLMU Flu at <http://www.lmu.edu/flu> for more information about the H1N1 flu virus.

We hope that clear communication between intern and supervisor will resolve any concerns that may arise due to absences caused by flu or flu-like symptoms without penalty to the intern. Likewise, we also encourage supervisors to speak with interns should their business operations be effected by occurrences of the flu. In any event, I encourage you to contact our Director of Internships and Employer Services directly at 310-338-2892 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