



# ELMIRA COLLEGE

OFFICE OF CAREER SERVICES

September 28, 2020

Good morning everyone,

I hope you're all staying safe.

I wanted to follow up with some clarification to Dr. Lambert's email yesterday regarding community engagement and internships.

If you're currently volunteering or completing an internship in person, you will need to stop going in until further notice. It is important that you communicate this with your supervisor. We will be doing our best to reach out to our community partners to inform them of the changes, but it is your responsibility to talk with your supervisor. If they have any virtual projects for you to do, you can complete those remotely. But again, **please do not report in for volunteering or your internship until further notice.**

If you're currently volunteering or completing an internship remotely, you can continue to do so.

Finally, it is imperative that if you're volunteering or completing an internship in the community, particularly in Chemung county, that you fill out and submit a contract to us **as soon as possible**. Contracts and instructions for submitting them to the field experience website ([fex.elmira.edu](http://fex.elmira.edu)) can be found on MyEC > Student tab > Career Services.

Please email [eccareers@elmira.edu](mailto:eccareers@elmira.edu) if you have any questions.

Best,  
Brenna

Brenna Weston  
Director, Career Services