

Good day,

I am emailing you today to inform you of changes to the Summer 2020 work term. You are receiving this email because you are listed with Management Career Services as having already secured a work term for the Summer 2020 work term. If your employment status has changed, please notify Management Career Services immediately by contacting your assigned Career and Recruitment Specialist.

As you know, I recently announced that the Rowe School of Business has determined that students who are unable to secure a work term for Summer 2020 are permitted to take an approved work term replacement course. It is intended that the online work term replacement course for the Summer 2020 work term will begin in mid to late June. More details on this course will be released at a later date. Today, I announced that work terms of a minimum of eight weeks duration will be considered for approval for the Summer 2020 term for Bachelor of Commerce students scheduled for a work term for this period.

For students who have already secured employment, this course may be an option under the following circumstances:

- Your employer terminates your position before it starts due to no fault of your own
- Your employer informs you that they cannot hire you for a minimum of 8 weeks at 35 hours per week
- Your employer cannot provide a safe working environment with proper physical distancing or virtual work
- Other, unforeseen circumstances presented by the COVID-19 pandemic

Should any of these circumstances apply to you, you must contact your Career and Recruitment Specialist before dropping the Summer 2020 Work Term. Furthermore, enrollment in the alternative Summer 2020 Work Term Replacement course is being processed through the Undergraduate Advising Office and can only be done so once the reason for the change of your employment status has been validated by Management Career Services.

If there are no changes to your Summer 2020 employment, there is no need to contact your Career and Recruitment Specialist.

Sincerely,

Robert Wooden
Director, Management Career Services