

## Site Assessment for Internship



This form is for assessing the academic appropriateness of an internship site (or hosting agency if field placement) for credit bearing student placements (i.e. Internships), and to identify any potential hazards or risks associated with the placement. The assessment can be conducted over the phone with the site, via email, or by other electronic means, or from personal experience based upon pre-existing placements. If the assessment identifies any potential risks or hazards, an actual site visit may be necessary. Completed Site Assessment should be sent to [garim-law@csuchico.edu](mailto:garim-law@csuchico.edu). Please contact the Office of Risk Management at 530-898-6588 or by email [risk@csuchico.edu](mailto:risk@csuchico.edu) if you have any questions.

**Date of Site Assessment:** \_\_\_\_\_

UNIVERSITY INFORMATION		SITE INFORMATION	
Employee Conducting Assessment		Organization Name/Site	
Department/Zip		Name of Contact Person	
Employee Phone		Contact Phone Number	
Employee Email		Contact Email Address	
Approximate Internship Start Date		Site Mailing Address	
Additional Comments		Site Physical Address	
		Name of Signatory**	

**To assess the appropriateness of the internship site, please confirm the following:**

**\*\*Signatory is the person authorized to sign on behalf of agency**

Has an evaluation of the internship site been conducted to ensure the educational environment is appropriate and related to the student's field of study?	Yes ↓	No →	<b>Conduct assessment and evaluate site for appropriateness.</b>
Does the internship site have an appropriate individual to act as the student's site Supervisor?	Yes ↓	No →	<b>Contact site to determine appropriate site supervisor.</b>
Does the internship site agree to collaborate with Faculty/Internship Coordinator regarding student selection, necessary skills and pre-requisites (details to be included in the Student Learning Plan)?	Yes ↓	No →	<b>Re-evaluate the appropriateness of the site.</b>
Will the internship site provide appropriate training, including health, safety & emergency procedures?	Yes ↓	No →	<b>Contact Risk Management to discuss further evaluation of site.</b>
Does internship site provide training & personal protective equipment when students work with any hazardous materials or machinery? (If N/A select Yes)	Yes ↓	No →	<b>Contact Risk Management to discuss further evaluation of site.</b>
Does the internship site have General Liability insurance?	Yes ↓	No →	<b>Contact Risk Management to discuss further evaluation of site.</b>
Will students be working unsupervised with youth (under 18)?	No ↓	Yes →	<b>Contact Risk Management to discuss further evaluation of site.</b>
Is there anything else not covered that might impact the safety and well-being of the students that has not been sufficiently addressed by the internship site?	No ↓	Yes →	<b>Contact Risk Management to discuss further evaluation of site.</b>

Site Approved