



The **Site Assessment for Internship Placement** form assesses the academic appropriateness of an internship site for credit bearing student placements/internships and will identify any potential hazards or risks associated with the placement. The Site Assessment form is to be completed by a university representative and may be conducted over the phone or via email. Upon site approval, please submit the completed form to studentplacementagmt@csuchico.edu to initiate the contracting process. Student may begin their internship once an executed contract is on file.

Date of Site Assessment: _____

UNIVERSITY INFORMATION		SITE INFORMATION	
Employee Conducting Assessment		Organization Name/Site	
Faculty Overseeing Internship		Name of Signatory**	
Department		Title of Signatory	
Employee Phone Number		Email Address Signatory	
Employee Email		Name of Contact Person	
Internship Start Date		Email of Contact Person	
		Site Physical Address	
		Phone Number	

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

To access the appropriateness of the internship site, please confirm the following:

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 <input type="checkbox"/>	No <input type="checkbox"/> →	Conduct assessment and evaluate site for appropriateness.
Does the internship site have an appropriate individual to act as the student's site Supervisor?	Yes <input type="checkbox"/>	No <input type="checkbox"/> →	Contact site to determine appropriate site supervisor.
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 <input type="checkbox"/>	No <input type="checkbox"/> →	Re-evaluate the appropriateness of the site.
Will the internship site provide appropriate training, including health, safety & emergency procedures?	Yes <input type="checkbox"/>	No <input type="checkbox"/> →	Contact Risk Management to discuss further evaluation of site.
Does internship site provide training & personal protective equipment when students work with any hazardous materials or machinery? (If N/A select Yes)	Yes <input type="checkbox"/>	No <input type="checkbox"/> →	Contact Risk Management to discuss further evaluation of site.
Does the internship site have General Liability insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/> →	Contact Risk Management to discuss further evaluation of site.
Will the site provide direct supervision when students work with youth (under 18)? - select Yes if not applicable.	Yes <input type="checkbox"/>	No <input type="checkbox"/> →	Contact Risk Management to discuss further evaluation of site.

Please contact Risk Management at Ext. 6588 or at risk@csuchico.edu with any potential safety concerns that have not been sufficiently addressed by the site assessment form. The site is approved when all the responses to the above questions are "Yes." Please submit completed site assessment to studentplacementagmt@csuchico.edu.