

SDSU Internship Site Questionnaire

Welcome to the San Diego State University (SDSU) Internship Site Questionnaire. This questionnaire allows SDSU to assess the educational experience and potential risks associated with having students complete internships with your organization. Please note this is the first REQUIRED step in the Service Learning Agreement approval process and the information will allow the University to evaluate your internship site.

The questionnaire takes approximately 10-15 minutes to complete. **Be sure to complete the entire questionnaire as data cannot be saved and returned to at a later time.** For inquiries about the Internship Site Questionnaire, please email me.

INTERNSHIP SITE INFORMATION

Organization Name: _____

Internship Site Address: _____

City: _____

State: _____ Zip Code _____

Phone Number: _____

Organization Website: _____

Mailing address, if different from the address above

Mailing Address: _____

City: _____

State: _____ Zip Code _____

Point of Contact for the Organization

Name: _____

Title: _____

Email Address: _____

Phone Number: _____

Is the Point of Contact for the Organization an SDSU Alumna/us? Yes ☐ No ☐

If the Point of Contact is not the Site Supervisor, please provide supervisor's contact information:

Name: _____

Title: _____

Email Address: _____

Phone Number: _____

Is the Site Supervisor an SDSU Alumna/us? Yes ☐ No ☐

If additional staff are supervising interns, please provide contact information:

Name: _____

Title: _____

Email Address: _____

Phone Number: _____

Is the Additional Staff an SDSU Alumna/us? Yes ☐ No ☐

1. How many SDSU students does your organization anticipate having as interns for the upcoming academic year?

1 ☐

2 ☐

3 ☐

4 ☐

5 ☐

6 ☐

7 ☐

8 ☐

9 or more ☐

2. How many hours per week will students be expected to intern?

1-4 ☐

5-9 ☐

10-14 ☐

15-19 ☐

20 or more ☐

3. Will interns be expected to do any of the following? (Check all that apply)

- ☐ Work late nights (9 pm or later) ☐ Work weekend days
☐ Work weekend evenings ☐ Not applicable

4. If requested, would your organization be able to provide accommodations for students with disabilities and/or who require additional accommodations?

☐ Yes ☒ No

5. Which of the following describes where interns will complete their experience? (Check all that apply)

- ☐ At a single site
☐ At a single site and doing related assignments at events off site
☐ At a personal residence
☐ Virtual/remote internship
☐ International location
☐ At several sites (please list the address(es) of additional sites in box):

6. Will students be required to do any of the following as an intern with your organization?

	YES	NO
Purchase materials or services as part of the internship (including a uniform, parking)?	<input type="radio"/>	<input type="radio"/>
Provide personal information (including driver's license, social security number)	<input type="radio"/>	<input type="radio"/>
Do you require students to get a Background Check/Fingerprinting/Medical Exam (e.g., TB test)?	<input type="radio"/>	<input type="radio"/>
If you answered yes, to requiring a Background Check/Fingerprinting/Medical Exam (e.g., TB test), does your organization pay for it?	<input type="radio"/>	<input type="radio"/>
Provide sales leads or contact information for business references?	<input type="radio"/>	<input type="radio"/>
Serve in a capacity (including consultants) where their services are sold to clients?	<input type="radio"/>	<input type="radio"/>
Provide personal work equipment (including phone, laptop, tablet, printer, camera, video camera, etc.)?	<input type="radio"/>	<input type="radio"/>
Drive a vehicle in performing internship duties? (Note: Interns are <u>NOT</u> to use personal vehicles to provide services for Internship sites.)	<input type="radio"/>	<input type="radio"/>
Work with children or teens?	<input type="radio"/>	<input type="radio"/>
Work with behaviorally challenged populations?	<input type="radio"/>	<input type="radio"/>
Work with individuals who have a criminal background or history of violent behavior?	<input type="radio"/>	<input type="radio"/>
Work in a facility located in an area that is high in crime?	<input type="radio"/>	<input type="radio"/>
Work with hazardous materials?	<input type="radio"/>	<input type="radio"/>
Work in a facility where physical, environmental or inherent hazards are known but not addressed in a site orientation/training?	<input type="radio"/>	<input type="radio"/>
Work in a facility where parking and facility access are not adequately illuminated?	<input type="radio"/>	<input type="radio"/>
Operate heavy machinery?	<input type="radio"/>	<input type="radio"/>
Will interns ever work with clients unsupervised?	<input type="radio"/>	<input type="radio"/>

7. Please review SDSU's internship criteria below that includes items that SDSU requires of internship site supervisors. Will your organization and/or internship site supervisor do the following?

	YES	NO
Provide an educationally appropriate internship experience, which includes a position description, a site orientation, site tour, training overview and emergency preparedness information.	<input type="radio"/>	<input type="radio"/>
Identify and communicate to the University potential health and safety risks specific to the internship site and/or location/city.	<input type="radio"/>	<input type="radio"/>
Articulate any societal, political and cultural concerns unique to the location/city.	<input type="radio"/>	<input type="radio"/>
Communicate to the University any change in status of the site supervisor, and when possible, identify a new site supervisor.	<input type="radio"/>	<input type="radio"/>
Work to coordinate University site visits as needed.	<input type="radio"/>	<input type="radio"/>
Work with the University to complete requirements including the Service Learning Agreement (SLA)	<input type="radio"/>	<input type="radio"/>
Provide a general liability insurance certificate (if requested by the University).	<input type="radio"/>	<input type="radio"/>
Provide the intern with policies and procedures on handling confidential material and information.	<input type="radio"/>	<input type="radio"/>
Explain safety policies/procedures/injury & illness prevention plan (including parking and harassment prevention).	<input type="radio"/>	<input type="radio"/>
Provide additional documentation as required by the SDSU Department Internship Contact (required for all for-credit internships).	<input type="radio"/>	<input type="radio"/>
Provide the intern with policies and procedures for working with the site's clients/population.	<input type="radio"/>	<input type="radio"/>
Provide the intern with policies and procedures for working at the site (including mandatory reporting on abuse/neglect).	<input type="radio"/>	<input type="radio"/>
If you are not the site supervisor, you will communicate SDSU's internship requirements to the site supervisor prior to the intern starting at your organization.	<input type="radio"/>	<input type="radio"/>

8. How are internship(s) offered? (Select all that apply)

☐ Paid

☐ Unpaid for academic credit

☐ Other

9. To your knowledge, does your organization have any of the following on file with SDSU (or any department or division within the University)?

Check all that apply:

☐ Service Learning Agreement/Internship Agreement with an Academic Department

☐ Aztec Career Connection Employer Account (SDSU Career Services)

☐ None/I Do Not Know

☐ Other

By signing, I understand under penalty of perjury that the information provided on this Internship Site Questionnaire is true and correct. I verify that I have completed this questionnaire.

Completed by

Print Name

Internship Site Signature

Date

SDSU Review by College Representative

Print Name

College Representative Signature

Date