CHECKLIST FOR INTERNSHIP SITE VISIT
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

☐ Discuss the Internship objectives of this placement
  □ How will the students’ work fit in with the internship objectives?
  □ Does the Business or Agency use an intern evaluation form? If so, collect it.
  □ Does the Supervisor agree to complete a CPP evaluation form?

☐ Logistics
  □ What training will the Business or Agency provide? Where? When?
  □ Do students need fingerprinting or background checks? Or any certification? Who will pay for this?
  □ Who will supervise students? How can this person be contacted? Is there a back-up supervisor? Who should students call if they will be absent or late?
  □ Should students meet with site supervisor prior to their first day?
  □ How will the students’ schedule be determined?
  □ Will students be asked to buy anything? Will they be reimbursed?
  □ Are the students provided with computers or other materials they will need? Will students be asked to bring any materials with them?
  □ Will the students be driving a company car?

☐ Privacy Rights
  □ Are students allowed to take pictures or video?
  □ What specific policies apply to the clients served?

☐ Risk Identification
  □ Does the Business or Agency provide a safety orientation?
  □ Will students ever work unsupervised with clients?
  □ Will the Business or Agency request emergency contact information? How will it be used?
  □ Who should the university contact at the Business or Agency in case of an emergency? Who should they recommend the Business or Agency contact at the university?
  □ Will the student be given the company’s OSHA mandated injury and illness prevention plan and emergency procedures information? Health/Safety Instructions?
  □ Will the Business or Agency cover liability insurance? Workers’ Compensation Insurance?
  □ Outline the specific risks involved in this placement.

IF A SITE VISIT IS CONDUCTED:

☐ Tour of Site
  □ Business or Agency should give the university staff and/or faculty a tour of any facilities or sites in which students will be working.
  □ Meet any staff who will supervise students, or work directly with students.
  □ Look for any potentially risky situations. Business or Agency should bring any risk factors to the attention of the faculty/staff.

Business or Agency Representative:
I have met with a CPP representative to discuss the items above. The information in this Site Visit Checklist is accurate.

Name (Print) ___________________________ Signature ___________________________ Date ___________________________

Title ___________________________

CPP Representative:
□ I have sufficient knowledge of the site to identify any potential risks and to verify that the answers to these questions demonstrate an acceptable risk without a site visit

OR
□ I have visited the site to verify that the answers have been answered thoroughly and accurately and demonstrate an acceptable risk.

Name (Print) ___________________________ Signature ___________________________ Date ___________________________

Title ___________________________

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