

# Appendix A - Recommended Internship Site Questionnaire Follow-up Questions

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\*Note that **Questions 2, 4, 12, 13, 15, 16, and 18** typically do not require follow-up, unless you would like additional information.

**Question #1: How many SDSU students does your organization anticipate having as interns for the upcoming academic year?**

**Follow-Up Question:** You marked that your organization will be recruiting 9+ interns. Please clarify how many total interns you anticipate recruiting this year, if the interns will all work at once, the time frame (i.e. semester, 10 weeks) they will work, and how many interns will be assigned to a site supervisor.

**Question #3: Will interns be expected to do any of the following? (Check all that apply)**

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

**Follow-Up Question:** You indicated that interns will be expected to work late nights (9pm or later), work weekend days, and work weekend evenings. Will students ever be alone and/or unsupervised when working late nights, weekend days and weekend evenings? When leaving late at night, are students walking in well lit and safe areas?

**Question #5:** This question has 17 sub questions and if any question is answered Yes then a follow-up question is recommended as follows:

**Follow-Up Question #5.1: Purchase materials or services as part of the internship (including a uniform, parking).** You answered yes. Please let me know what students will need to purchase, at what cost, how they will be using it, and if there is any reimbursement.

**Follow-Up Question #5.2: Provide personal information (including driver's license, social security number).** You answered yes. What type of personal information are you asking for and how is it used?

**Follow-Up Question #5.3: Do you require students to get a Background Check/Fingerprinting/Medical Exam (e.g., TB test)?** You answered yes. What do you require of students? Why is this required?

**Follow-Up Question #5.4: If you answered yes, to requiring a Background Check/Fingerprinting/Medical Exam (e.g., TB test), does your organization pay for it?** You answered yes. Is the student required to cover the cost up front? If reimbursed, how long does it typically take?

**Follow-Up Question #5.5: Provide sales leads or contact information for business references?** You answered yes. Please let me know how students will have to provide sales leads or contact information, how the information will be used, and if students will be informed of this prior to starting the internship.

**Follow-Up Question #5.6: Serve in a capacity (including consultants) where their services are sold to clients?** You answered yes. Please explain what services are sold to clients and for what purpose. Do students receive any of the profit?

**Follow-Up Question #5.7: Provide personal work equipment (including phone, laptop, tablet, printer, camera, video camera, etc.).** You answered yes. What type of personal equipment are you asking students to use and how is it used?

**Follow-Up Question #5.8: Drive a vehicle in performing internship duties? (Note: Interns are NOT to use personal vehicle to provide services for internship sites.)** You answered yes. Where will students be required to drive and how will vehicle liability be addressed? Will they be transporting people or items?

**Follow-Up Question #5.9: Work with children or teens?** You answered yes. What are the ages of the children or teens? Will interns ever be working unsupervised or alone with the children or teens?

**Follow-Up Question #5.10: Work with behaviorally challenged populations?** You answered yes. What populations will students be working with and will students ever be expected to work with these populations unsupervised/be alone with these populations?

**Follow-Up Question #5.11: Work with individuals who have a criminal background or history of violent behavior?** You answered yes. Please describe the type of criminal background/violent behavior. Will students ever be working unsupervised or alone with the individuals?

**Follow-Up Question #5.12: Work in a facility located in a high crime area?** You answered yes. What area(s) will students be working in, what type of crime occurs in this area, and at what frequency?

**Follow-Up Question #5.13: Work with hazardous materials?** You answered yes. What hazardous materials will interns be working with, will safety equipment be provided, and will they work with them unsupervised?

**Follow-Up Question #5.14: Work in a facility where physical, environmental or inherent hazards are known but not addressed in a site orientation/training?** You answered yes. What are the physical, environmental and/or inherent hazards? How will these hazards affect students? Why are they not addressed in a site orientation or training?

**Follow-Up Question #5.15: Work in a facility where parking and facility access are not adequately illuminated?** You answered yes. When are students made aware of the parking situation and what safety training is in place for students?

**Follow-Up Question #5.16: Operate heavy machinery?** You answered yes. What heavy machinery will students be operating? Will they receive training on how to operate the heavy machinery? Will students ever operate heavy machinery unsupervised?

**Follow-Up Question #5.17: Will interns ever work with clients unsupervised?** You answered yes. In what situations will interns work with clients unsupervised? What clients will students work with unsupervised? What kind of training will students receive before working unsupervised?

**Question #6: If requested, would your organization be able to provide accommodations for students with disabilities and/or who require special accommodations?**

**Follow-Up Question:** You answered that your organization will NOT be able to provide accommodations for students with disabilities and/or who require special accommodations. Please explain why your organization is unable to accommodate special accommodations. Will the intern's work space be ADA compliant? If no, please explain in what ways your workspace is not ADA compliant.

**Question #7: How many hours per week will interns be expected to complete?**

**Follow-Up Question:** You selected interns will work 20+ hours. Please let me know how many hours interns will be working and do the hours change when classes are in session?

**Question #8:** This question has 13 sub questions and if any question is answered No then a follow-up question is recommended as follows:

**Follow-Up Question #8.1: Provide an educationally appropriate internship experience, which includes a position description, a site orientation, site tour, training overview and emergency preparedness information.** You answered no. Please clarify.

**Follow-Up Question #8.2: Identify and communicate to the University potential health and safety risks specific to the internship site and/or location/city/country.** You answered no. Please clarify.

**Follow-Up Question #8.3: Articulate any societal, political and cultural concerns unique to the location/city.** You answered no. Please clarify.

**Follow-Up Question #8.4: Communicate to the University any change in status of the site supervisor, and when possible, identify a new site supervisor.** You answered no. Please clarify.

**Follow-Up Question #8.5: Work to coordinate University site visits as needed.** You answered no. Please clarify.

**Follow-Up Question #8.6: Work with the University to complete requirements including the Service Learning Agreement (SLA).** You answered no. Please clarify.

**Follow-Up Question #8.7: Provide a general liability insurance certificate (if requested by the University).** You answered no. Please clarify.

**Follow-Up Question #8.8: Provide the intern with policies and procedures on handling confidential material and information.** You answered no. Please clarify.

**Follow-Up Question #8.9: Explain safety policies/procedures/injury & illness prevention plan (including parking and harassment prevention).** You answered no. Please clarify.

**Follow-Up Question #8.10: Provide additional documentation as required by the SDSU Department Internship Contact (required for all for-credit internships).** You answered no. Please clarify.

**Follow-Up Question #8.11: Provide the intern with policies and procedures for working with the site's clients/population.** You answered no. Please clarify.

**Follow-Up Question #8.12: Provide the intern with policies and procedures for working at the site (including mandatory reporting on abuse/neglect).** You answered no. Please clarify.

**Follow-Up Question #8.13: Please note that if you are not the site supervisor, you are expected to communicate SDSU's internship requirements to the site supervisor prior to the intern starting at your organization.** You answered no. Please clarify.

**Questions #9, 10, 11, 14, and 17:** It is recommended that you review the contact information to make sure that the information provided is complete and legitimate, specifically for the internship site address. You may want to Google the address to verify it.

**Question #19: Will the intern serve at sites other than at the primary address?**

**Follow-Up Question:** You answered yes, that interns will serve at sites other than at the primary address. What will students be doing at the other sites? How frequently will students be at other sites? Will students be starting their shift at the primary internship site and then going to other sites? If yes, how will students be getting to the other sites?

**Question #20: If yes, please list the address(es) of the additional sites (Please note that these addresses will be added to Attachment A on the Service Learning Agreement):**

**Follow-Up Question:** You provided additional sites where students will be interning. Will students receive safety training and/or an orientation for these additional sites? If yes, is your organization or another organization to provide the safety training and/or orientation? If no, please explain why no safety training and/or orientation takes place for the additional sites.

**Question #21: Which of the following best 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 one of several sites (please list all addresses in question 20)
- At a personal residence
- Virtual/remote internship
- International location (Please note that all international internships MUST start with the Study Abroad Office)
- Other

**Follow-Up Question:** You marked that interns will complete their experience at a single site and doing related assignments at events or off site. How do students get to off site events? How frequently do off site events take place? Where are off site events located? Are interns responsible for transporting items and/or other staff or interns to off site events?

**Follow-Up Question:** You marked that interns will complete their experience at a personal residence. Please confirm that it meets all state and/or local permitting and/or licensing requirements. Please note this information will be sent to SDSU's Risk Management Office for review and follow-up with you.

**Follow-Up Question:** You marked that interns will complete a virtual/remote internship. Please explain how students will be supervised virtually/remotely.

**Follow-Up Question:** You marked that interns will complete their experience at an international location. Is the entire internship in an international location or do interns do international visits.

**Follow-Up Question:** You marked other. Please clarify.