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

Thank you.

1. How many SDSU students does your organization anticipate having as interns for the upcoming year?
   - 1 □
   - 2 □
   - 3 □
   - 4 □
   - 5 □
   - 6 □
   - 7 □
   - 8 □
   - 9 or more □

2. How is the internship(s) offered? (Select all that apply)
   - Paid □
   - Unpaid for academic credit □
   - Other □

   Other: ____________________________
3. Will students be required to do any of the following in completing their internship experience with your organization?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase materials or services as part of the internship (including a uniform, parking)?</td>
<td></td>
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<tr>
<td>Provide personal information (including driver’s license, social security number)</td>
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<tr>
<td>Provide sales leads or contact information for business references?</td>
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<tr>
<td>Serve in a capacity (including consultants) where their services are sold to clients?</td>
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<tr>
<td>Provide personal work equipment (including phone, laptop, tablet, printer, camera, video camera, etc.)?</td>
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<tr>
<td>Drive their own vehicle in performing internship duties? (Note: Interns are NOT to use personal vehicles to provide services for Internship sites.)</td>
<td></td>
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<tr>
<td>Work with children or teens?</td>
<td></td>
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<tr>
<td>Work with behaviorally challenged populations?</td>
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<tr>
<td>Work with individuals who have a criminal background or history of violent behavior?</td>
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<tr>
<td>Work in a facility located in an area that is high in crime?</td>
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<tr>
<td>Work with hazardous materials?</td>
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<tr>
<td>Work in a facility where physical, environmental or inherent hazards are known but not addressed in a site orientation/training?</td>
<td></td>
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<tr>
<td>Work in a facility where parking and facility access are not adequately illuminated?</td>
<td></td>
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<tr>
<td>Operate heavy machinery?</td>
<td></td>
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<tr>
<td>Will interns ever work with clients unsupervised?</td>
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</table>

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

- [ ] Work late nights (9 p.m. or later)
- [ ] Work weekend days
- [ ] Work weekend evenings
- [ ] Not applicable

5. 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 (SLA)
- [ ] Agreement with an Academic Department
- [ ] Aztec Career Connection Employer Account (SDSU Career Services)
- [ ] None/I do not know
- [ ] Other
6. If requested, would your organization be able to provide accommodations for students with disabilities and/or who require special accommodations?

☐ Yes  ☐ No

7. How many hours per week will interns be expected to complete?

☐ 1-4  ☐ 5-9  ☐ 10-14  ☐ 15-19  ☐ 20 or more

8. Is the internship site in a location other than the U.S.?

☐ Yes  ☐ No

9. Please review SDSU's Internship requirements below.

SDSU requires that internship site supervisors will:

Provide an educationally appropriate internship experience, which includes a position description, a site orientation, site tour, training overview and emergency preparedness information.

Identify and communicate to the University potential health and safety risks specific to the internship site and/or location/city/country.

Articulate any societal, political and cultural concerns unique to the location/city/country.

Communicate to the University any change in status of the site supervisor, and when possible, identify a new site supervisor.

Work to coordinate University site visits as needed.

Work with the University to complete requirements including the Service Learning Agreement (SLA).

Provide a general liability insurance certificate (if requested by the University).

Provide the intern with policies and procedures on handling confidential material and information.

Explain safety policies/procedures/injury & illness prevention plan (including parking and harassment prevention).

Provide additional documentation as required by the SDSU Department Internship Contact (required for all for-credit internships).

Provide the intern with policies and procedures for working with the site's clients/population.

Provide the intern with policies and procedures for working at the site (including mandatory reporting on abuse/neglect).

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.

Checking Yes indicates that your organization agrees to all internship requirements listed above.

☐ Yes  ☐ No
10. INTERNSHIP SITE INFORMATION

Organization Name: ________________________________
Internship Site Address: ____________________________
City: _____________________________________________
State: ___________________________________________
Country: _________________________________________
Phone Number (xxx-xxx-xxxx): _________________________
International Phone Number: _________________________
Fax Number: _____________________________________
Organization Website: ______________________________

11. Mailing address, if different from the address above

Organization Name: ________________________________
Internship Site Address: ____________________________
City: _____________________________________________
State: ___________________________________________
Country: _________________________________________
Phone Number (xxx-xxx-xxxx): _________________________
International Phone Number: _________________________
Fax Number: _____________________________________
Organization Website: ______________________________

12. Point of Contact for the Organization

Name: ____________________________________________
Title: _____________________________________________
Email Address: ____________________________________
Phone Number (xxx-xxx-xxxx): _________________________
International Number: ______________________________
Fax Number: _____________________________________

13. Is the Point of Contact for the Organization an SDSU Alumni?

☐ Yes, the point of contact is SDSU Alumni
☐ No, the point of contact is not SDSU Alumni
☐ I do not know
14. From what major(s)/department(s) are you interested in recruiting students to fill your position(s)? (Check all that apply)

<table>
<thead>
<tr>
<th>Accountings</th>
<th>Aerospace Engineering</th>
<th>Africana Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian Studies</td>
<td>Anthropology</td>
<td>Art</td>
</tr>
<tr>
<td>Asian Studies</td>
<td>Astronomy</td>
<td>Biology - BS</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Chemical Physics</td>
<td>Chemistry</td>
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<tr>
<td>Chicana &amp; Chicano Studies</td>
<td>Child Development</td>
<td>Civil Engineering</td>
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<tr>
<td>Classics</td>
<td>Communication - B.S.</td>
<td>Comparative International Studies</td>
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<tr>
<td>Comparative Literature</td>
<td>Computer Engineering</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Construction Engineering</td>
<td>Criminal Justice Administration</td>
<td>Dance</td>
</tr>
<tr>
<td>Economics</td>
<td>Electrical Engineering</td>
<td>English</td>
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<tr>
<td>Environmental Engineering</td>
<td>Environmental Sciences</td>
<td>European Studies</td>
</tr>
<tr>
<td>Finance</td>
<td>Financial Services</td>
<td>Food &amp; Nutrition</td>
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<tr>
<td>French</td>
<td>Geological Sciences</td>
<td>Geography</td>
</tr>
<tr>
<td>German</td>
<td>Gerontology</td>
<td>Health Communication</td>
</tr>
<tr>
<td>Health Science- Public</td>
<td>History</td>
<td>Hospitality &amp; Tourism Management</td>
</tr>
<tr>
<td>Humanities</td>
<td>Information Systems</td>
<td>Interdisciplinary Studies Three Depts.</td>
</tr>
<tr>
<td>International Business</td>
<td>Intl Security &amp; Conflict Res</td>
<td>Japanese</td>
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<tr>
<td>Journalism</td>
<td>Kinesiology</td>
<td>Lesbian, Gay, Bisexual, &amp; Transgender Studies</td>
</tr>
<tr>
<td>Latin American Studies</td>
<td>Linguistics</td>
<td>Liberal Studies</td>
</tr>
<tr>
<td>Management</td>
<td>Mathematics</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Marketing</td>
<td>Microbiology</td>
<td>Modern Jewish Studies</td>
</tr>
<tr>
<td>Music</td>
<td>Nursing</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Physical Science</td>
<td>Physics</td>
<td>Political Science</td>
</tr>
<tr>
<td>Psychology</td>
<td>Public Administration</td>
<td>Real Estate</td>
</tr>
<tr>
<td>Recreation Administration</td>
<td>Religious Studies</td>
<td>Russian &amp; Central European Studies</td>
</tr>
<tr>
<td>Rhetoric &amp; Writing Studies</td>
<td>Social Work</td>
<td>Sociology</td>
</tr>
<tr>
<td>Social Science</td>
<td>Statistics</td>
<td>Speech, Language, Hearing Sciences</td>
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<tr>
<td>Spanish</td>
<td>Sustainability</td>
<td>TV, Film, &amp; New Media</td>
</tr>
<tr>
<td>Theater Arts</td>
<td>Urban Studies</td>
<td>Women's Studies</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

15. What level of student are you looking to recruit?

- Undergraduate
- Graduate
- Both Undergraduate and Graduate
- Other
16. Will the Point of Contact also serve as the Site Supervisor for interns?  
   ○ Yes  ○ Yes and other Staff  ○ No

17. If Yes and other Staff, Other Staff Member Information
   Name: ________________________________
   Title: ________________________________
   Email Address: ________________________
   Phone Number (xxx-xxx-xxxx): __________
   International Number: ________________
   Fax Number: _________________________

18. Is the Other Staff Member an SDSU Alumni?
   ○ Yes, the Other Staff is SDSU Alumni  ○ No, the Other Staff is not SDSU Alumni  ○ I do not know

19. Site Supervisor Information
   Name: ________________________________
   Title: ________________________________
   Email Address: ________________________
   Phone Number (xxx-xxx-xxxx): __________
   International Number: ________________
   Fax Number: _________________________

20. Is the Site Supervisor an SDSU Alumni?
   ○ Yes, the site supervisor is SDSU Alumni  ○ No, the site supervisor is not SDSU Alumni  ○ I do not know

21. Will the intern serve at sites other than at the primary address?  ○ Yes  ○ No

22. If yes, please list the address(es) of the additional sites:

22. Which of the following best describes where interns will complete their experience? (Check all that apply)
   ☐ At a single site  ☐ At one of several sites
   ☐ At a single site, but doing related assignments at events or off site  ☐ At a personal residence
   ☐ Virtual  ☐ International location
   ☐ Other

I understand under penalty of perjury that the information provided on this Internship Site Questionnaire is true and correct.

   ○ Yes, I understand
   ○ No, I do not understand

By Signing and date, I verify that I have completed this Internship Site Questionnaire.