Internships at Sacramento State
Five easy steps for setting up a compliant program

The process described herein was created to assist faculty members at Sac State to set up internship opportunities for your students while remaining in compliance with good risk management practices and CSU guidelines, which are established to protect both the faculty member and the institution. Other field experience activities or pedagogies similar to internships but which bear different names should be approached using the process described below.

1. Contracting with the internship site
   Early in the process the academic department or faculty member will need to check with Suzanne Swartz, Contract Administrator in Procurements and Contracts Services, to determine if a contract (agreement) has already been developed with internship site in the community. Suzanne can be contacted at swartzsd@csus.edu. If an agreement has not already been developed, Procurements and Contracts will establish the agreement with the internship site based on information provided by the faculty member. The academic department furnishes Procurements with the following information:
   - Full legal name and address of the internship site
   - Name, phone number, and email of the point of contact at the site
   - Whether the agreement is new or a renewal of expiring agreement

   Upon final execution of the agreement, Procurements notifies the requesting department and the internship site will be added to the list of those with which agreements are currently in place.

2. Fulfilling the requirement for a site visit
   There are both pedagogical and liability-related reasons a faculty member should visit a site prior to referring a student to it. However, there are many sites that a faculty member cannot reasonably be expected to visit even once. Examples include a hospital in Charleston, South Carolina or a recreation facility at a U.S. Navy base in the central Pacific. Sites that cannot reasonably be visited should be investigated remotely using available people connections and technology until the department or faculty member is satisfied as to the quality and safety of the environment being offered to a student.

   Once visited, there are several ways to avoid having to go back for a revisit while remaining assured that the qualities and environment of the site have not changed and that it remains a good place to send students for internships. The following methods (in declining order of assurance) may be employed:
   - Revisit the site.
   - Rely on observations of a relatively recent site visit.
   - For government sites, including schools, rely on the assumption that these sites are well maintained and safe for students. Unwarranted assumptions should be avoided. For example, if students have been interning at a local city hall, it should not be assumed that a student doing an internship at the city’s corporate yard is in the same or similar environment.
   - Rely on the record of consistent student participation and positive reports about a site.
• Converse via phone with a responsible and trusted person at the site.

3. Identifying foreseeable hazards at the learning site.
The Office of Risk Management and the Community Engagement Center collaborated to create a list of common hazards at learning sites. The list was created for Service Learning sites, but doubles as a convenient list of foreseeable hazards at internship sites. It can be found at http://www.csus.edu/aba/risk-management/documents/ServiceLearningInternRisks.pdf. The purpose of the list is to assist you, the faculty member, to come up with likely risks associated with the internship site. Hazards should be written into the Release-Waiver and/or the class syllabus.

4. Orientations on campus and at the internship site
Faculty must furnish to the student an orientation (verbal or on paper) to the internship and the site prior to the beginning of the internship. The orientation is intended to be a very brief outline of the purpose of the internship and must apprise the student of foreseeable hazards. A form is provided to show that the student received the orientation. Students must sign the form indicating that they have received an orientation by the instructor and have read all required materials. These two forms can be found on the Risk Management website at http://www.csus.edu/aba/risk-management/documents/InternshipOrientations.pdf.

5. Liability Release/Waiver
The up-to-date Release/Waiver can be found at http://www.csus.edu/aba/risk-management/documents/FieldTripStudentWaiver.pdf. Do not use outdated versions and do not incorporate the language of the Release into other documents or visa versa. The Release/Waiver must always stand alone as a separate document, and must be printed on 8 ½ x 11 paper. The faculty member should fill out the top portion, or at least the two “hazards” sections of the top portion. Only one student may sign a Release.