

Sacramento State Site Assessment Form

*To be completed by a faculty member or CEC staff member. Students **may not** complete this form.
To be submitted to Procurement and Contract Services when requesting an Academic Internship/Service Learning Agreement
(Use this form with in-person site visits and site visits done virtually, electronically, or by phone)*

Site Visit Date: _____ Facility/Site Name: _____

PART I – Please respond to all questions below:	Notes (Provide as much detail as possible to respond to the questions)
<p>1. Discuss the potential for the site to provide an educationally appropriate experience and its relationship to the student’s academic area of study.</p> <p>a. What would the students be doing? Responsibilities?</p> <p>b. Assess educational value (Check one box below):</p> <p><input type="checkbox"/> Direct service – Working directly with clients at an agency for a set number of hours per week during the semester (e.g. tutoring/mentoring students in an after school program, helping in a homeless shelter, etc.)</p> <p><input type="checkbox"/> Project based – Project for the agency (e.g. walking tour guide, creating a website, writing a grant proposal, developing design plans, a research project, etc.).</p> <p><input type="checkbox"/> Both direct service and project based</p>	
<p>2. Determine selection criteria and basic skills required of the student</p> <p>a. How many students can the site accommodate per semester?</p> <p>b. How and who will select the students?</p> <p>c. What skills would students need for the Service Learning or an academic internship experience?</p>	
<p>3. Identify an appropriate individual from the host organization to supervise the student at the site</p> <p>a. Include contact information</p>	
<p>4. Evaluate the willingness of site to meet the following campus expectations:</p> <p>a. Entering into a site agreement with the CSU, and</p> <p>b. Learning agreement with the CSU and student which will outline the respective roles of the campus, site and student</p>	
<p>5. Identify potential risks of site (e.g., risks related to physical location and/or access) through observation and questioning of the organization.</p> <p>a. Ask for a tour of the site and assess work environment. Please note if work at the agency also involves off-site work (e.g. working at the river, at parks, walking around in neighborhoods, etc.) and where it would occur/ level of supervision when off-site?</p> <p>b. Is there any potential risk to student based on location of sites and/or population with whom the student will work/engage?</p> <p>c. Confirm direct supervisors on site will conduct orientation for the students that will include safety procedures and confirm who will be responsible for doing so.</p> <p>d. If the individual conducting the assessment has any concerns regarding potential risks, he or she should contact Risk Management: (916) 278-7233.</p> <p>e. Ask for a tour of the site*</p>	

*While the site inspection may be conducted in advance, when and if a student with physical disabilities may be at the site, the student should be given the opportunity to take a tour with the site evaluator to identify any physical barriers and at that point engage in an interactive process with Sacramento State’s Office of Services for Students with Disabilities (SSWD) to determine an appropriate accommodation. In addition, SSWD should also be consulted/involved for any other accommodations that may be required by students that do not relate to physical accessibility.

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PART II

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Was an in-person site visit conducted?

- Yes Date: _____ If yes, please sign and date below.
- No If no in-person site visit was conducted, please explain "why" and complete the rest of this form:

If no in-person site visit is to occur, the assessment should be based on **at least three (3) of the following sources, and you must still fully complete the paperwork on page 1 of this form:**

- Review of Site's website
- E-mail exchanges with Site Personnel
- Telephone contact with Site Personnel
- Prior academic internship history with the Site
- Documents reviewed relating to the site

PART III

Identify all sources relied upon for completion of Site Assessment in addition to Site Visit. Sources include information located on the Site's website, via email exchanges with Site personnel, telephone contact with Site personnel, prior Internship history with the Site, documents reviewed relating to the Site. You also may attach information you find relevant to your assessment.

Completed by: _____ Date: _____

Title: _____

Academic Program/Department: _____

(Be sure to make copies of this form and any additional documents for your Program/Department.)