



SAN DIEGO STATE
UNIVERSITY

Career Services
Division of Student Affairs

Annual Review of Internship Sites Process Overview

Purpose of the Annual Review using the Internship Site Questionnaire (ISQ)

Per CSU Executive Order 1064 Section IV, E.,

Annual Review: Campus policy shall include a plan for annual review of the internships, both for educational purposes and for safety to the students. This review should take into account information gathered from on-site supervisors, faculty, university staff, and student experience.

Step #1: Set-up MegaSign

- Access the SDSU campus Master Service Learning Agreement (SLA) list (<http://bfa.sdsu.edu/financial/procurement/servlearning.aspx>) to view your department's SLAs. Sort by Column B, which includes the acronym for the College and Academic Department.

	A	B	C
1	Agreement	Description	Supplier
2	40109536	SLA: CBA - B A; 4/25/17 - INDEFINITE	HORNETS SPORTS AND ENTERTAINMENT
3	40109527	SLA: CHHS - GSPH; 4/13/17 - INDEFINITE	MAGELLAN HEALTH
4	40109526	SLA: PSFA - MUSIC; 3/22/17 - INDEFINITE	TAYLOR GUITARS

- Follow the "How-To Guide" for Annual Review to see the steps for sending the Annual Review ISQ to multiple sites at once using MegaSign (recommended) or individually to each site.

Step #2: Track Internship Site Responses

- AdobeSign will file the Annual Review ISQs in the "Out for Signature" or "Signed" sections in your Management section.
- You can import this information into an Excel sheet for tracking. Use your Excel sheet to track responses. It is suggested to track at least these two key items: 1) if sites still want interns and 2) if the site wants to cancel their SLA (more information in step #4).
- AdobeSign allows you to set up ongoing reminders in the Management section. Reminders are sent as an email to the site with a link to complete the Annual Review ISQ.

Step #3: Follow-up with Sites

- Once a site completes the Annual Review ISQ, review it and follow-up with the site to clarify any questions about their answers and/or anything new since the site's last communication.
- It is recommended to track ongoing communication with sites in the Notes tab in the Management section of AdobeSign.

Step #4: Change SLAs (if applicable)

- If a site has a new address (**mailing or site**), please email Contract and Procurement Management at CPM.SLA@mail.sdsu.edu with the name of the site, SLA number, the address to delete and the new address to add.
- If a site has additional locations for intern sites, please email Contract and Procurement Management at CPM.SLA@mail.sdsu.edu to request the Amendment form to add the additional site locations.



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- If a site has changed its name, then the current SLA will need to be cancelled and, if you determine the site meets the educational and risk requirements for sending students to the site, then a new SLA with the new name will need to be completed. Please email Contract and Procurement Management at CPM.SLA@mail.sdsu.edu with the old name of the site, SLA number, and that you want to cancel the agreement due to name change. If you wish to continue sending students to the site, then start the SLA process with the new site name (go to <https://goo.gl/7efWir> for process). Also, complete a new ISQ with the site.
- During the Annual Review process, your department and/or the site may decide that the SLA should be cancelled.
 - In the case that the site requests to cancel the SLA, please forward the email you receive from the site with the cancellation request to Contract and Procurement Management at CPM.SLA@mail.sdsu.edu. Contract and Procurement Management will take care of canceling the agreement.
 - In the case that your department requests to cancel the SLA, please send an email asking to cancel the SLA to Contract and Procurement Management at CPM.SLA@mail.sdsu.edu with the name of the site, SLA number, reason for canceling the agreement, and the name and email of the point of contact in your department that the site can reach out to if they have questions about the agreement being cancelled. Contract and Procurement Management will take care of canceling the agreement and notifying the site.

If you have any questions about the Annual Review process, please contact Heather LaPerle, Campus Internship Coordinator at hlaperle@mail.sdsu.edu or 619-594-4393

Key Terms

1. [Internship] Site: The physical location where students complete their internships.
2. [Internship] Site Supervisor: The internship site contact who provides direct guidance to students who are completing internships via a Department, program or College.
3. [San Diego State University] Internship Site Questionnaire (ISQ): The [ISQ](#) is an electronic document used to verify that a proposed or existing internship site is qualified (or remains qualified) to serve as a provider of internships for San Diego State University students in regards to risk management.
4. [San Diego State University] Service Learning Agreement (SLA): The [SLA](#) is an electronic form required to qualify internship sites for use by San Diego State University students. Any time a student is engaged in an off-campus service learning experience (i.e., internship) in conjunction with a course for credit, an SLA is needed in order to protect the student and the university. Colleges and Departments set the process for initiating, reviewing and filing their SLA's with SDSU Contracts and Procurement.

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #1: Create an AdobeSign powered by AdobeSign Account

In order to get an AdobeSign account, contact the ETS Help Desk by sending the required information listed on the ETS website: <http://helpdesk.sdsu.edu/echosign.htm>

Step #2: Login to AdobeSign

Once you have an account, go to https://secure.echosign.com/public/login?locale=en_US or <http://goo.gl/oBsN1k> and enter in your email and password.

Step #3: Get Started Sending Multiple Documents with MegaSign (Recommended)

Click on MegaSign to start the process

The screenshot shows the AdobeSign web interface. At the top, it says "Powered by Adobe EchoSign" and "SAN DIEGO STATE UNIVERSITY". The user's name "Heather LaPerle" is in the top right. The main navigation bar includes "Home", "Send", "Manage", and "Reports". Below the navigation bar, a greeting says "Hello, Heather What would you like to do?". There are three main sections: "Get a Signature" with a "Start" button, "Your Activity for This Month" showing "Agreements Signed" at 100% and "Average Time to Sign" at 11,454.52 min, and "Waiting For Me" which says "You have no documents.". A "Recent Events" section lists several e-signatures. In the "Additional Functions" section on the left, the "Mega Sign" option is highlighted with a red box. The footer contains the Adobe logo, copyright information, and a language dropdown set to "English: US".

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #4: Enter Student Emails

Enter in up to 300 employer emails either by clicking Import Recipients and Merge Fields from File

Dashboard Send Manage Reports Heather ▾

Mega Sign

Send the same document to many recipients. Type in their email addresses or upload a CSV file with signer-specific data. Every signer will receive their own copy of the document.

To: Enter or paste email addresses

Show Cc

Import Recipients and Merge Fields from File

☐ I need to sign

Identity Verification ?

Email delivery (default) ▾

To import the email addresses you must first download the sample CSV file by clicking the link and open the file.

Dashboard Send Manage Reports Heather ▾

Mega Sign

Send the same document to many recipients. Type in their email addresses or upload a CSV file with signer-specific data. Every signer will receive their own copy of the document.

To: Select the CSV file and link your Recipient List and Merge Fields. Download **sample CSV file** or learn more about Merge Fields (PDF).

Show Cc

Upload OR Manually Enter Recipients List

☐ I need to sign

Identity Verification ?

Email delivery (default) ▾

When you open the file you will see multiple columns with sample information in them.

megasign_merge_sample-1.csv [Read-Only] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email	_es_signer_email
2	casey@some.email.domain	Casey Jon	Casey's co	Casey's tit	Hi Casey,	555-555-5	98765						
3	jane@some.email.domain	Jane Doe	Jane's con	Jane's tit	Hi Jane,	666-666-6	12345						
4													
5													
6													

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

The only column that you are required to fill in is column A- `_es_signer_email`. You can enter up to 300 emails to be sent in each batch in MegaSign. Once you have entered the emails then save the document.

	A	B	C
1	<code>_es_signer_email</code>		
2	student#1@gmail.com		
3	student#2@gmail.com		
4	student#3@gmail.com		
5	student#4@gmail.com		
6	student#5@gmail.com		
7			
8			

Click Upload to import the list of emails

Dashboard Send Manage Reports Heather ▾

Mega Sign

Send the same document to many recipients. Type in their email addresses or upload a CSV file with signer-specific data. Every signer will receive their own copy of the document.

To: [Show Cc](#)

Select the CSV file containing your Recipient List and Merge Fields. Download a [sample CSV file](#), or learn more about [Merge Fields](#) (PDF).

Upload OR Manually Enter Recipients List

☐ I need to sign

Identity Verification ?

Email delivery (default) ▾



When the list has uploaded it will look like this

Mega Sign

Send the same document to many recipients. Type in their email addresses or upload a CSV file with signer-specific data. Every signer will receive their own copy of the document.

To: [Show Cc](#)

Addresses imported successfully.

 **Test Emails.csv** 

Upload complete.

☐ I need to sign

Identity Verification ?

Email delivery (default) ▾

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #5: Attach Document

Click on Document Library to select the SDSU- ISQ Annual Review and then click Attach.

Mega Sign


Send the same document to many recipients. Type in their email addresses or upload a CSV file with signer-specific data. Every signer will receive their own copy of the document.

Identity Verification ?

Email delivery (default)

To:
[Show Cc](#)

Addresses imported successfully.

 Test Emails.csv
Upload complete.

☐ I need to sign

Agreement Name:

Message: Please review and sign this document.

Language: English: US

Send Options

☐ Set password to open signed PDF ?



Drag files here

Upload

OR Select from

Document Library

Google Drive

[More](#)

- ☒ SDSU - ISQ Annual Review
- ☐ SDSU - Inter-Departmental SLA
- ☐ SDSU - Internship Site Questionnaire
- ☐ SDSU - SLA Amendment
- ☐ SDSU - Service Learning Agreement
- ☐ SDSU - IPCC & iExpense Access
- ☐ Special Sessions Course Section Request

Aug 5, 2016
Feb 24, 2016
Aug 5, 2016
Feb 24, 2016
May 8, 2017
May 5, 2017
Apr 6, 2017

Cancel

Attach

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #6: Enter Agreement Name and Message, Uncheck the Preview Button & Send Document

Enter the Agreement Name and a Message to the employers. Employers will see this message in the email they receive and when they open the document to sign. Here is a sample message:

Hello.

You are receiving this Internship Site Questionnaire Annual Review because San Diego State University (SDSU) has an active All-Campus Service Learning Agreement on file with your organization; you currently have, or previously had, an SDSU student complete an internship with your organization. This questionnaire allows SDSU to assess the educational experience and potential risk associated with having students complete internships with your organization. This questionnaire is required in order to continue to have SDSU students complete internships with your organization.

Please review and complete SDSU - ISQ Annual Review. Let me know if you have any questions.

Thank you for offering internship opportunities for SDSU students!

Heather LaPerle

Campus Internship Coordinator

SDSU Career Services

hlaperle@mail.sdsu.edu

[619-594-3493](tel:619-594-3493)

Uncheck the box next to the Preview, position signatures or add form fields at the bottom of the page. If you do not uncheck this box, you will not be able to send the document and will need to start over. Then click Send.

Mega Sign

Send the same document to many recipients. Type in their email addresses or upload a CSV file with signer-specific data. Every signer will receive their own copy of the document.

To: Addresses imported successfully.

Show Cc

☐ I need to sign

Agreement Name: SDSU - ISQ Annual Review

Message: Hello.
You are receiving this Internship Site Questionnaire Annual Review because San Diego State University (SDSU) has an active All-Campus Service Learning Agreement on file with

Language: English: US

SDSU - ISQ Annual Review
From the Document Library.

Drag more files here

Upload OR Select from: Document Library | Google Drive More

Identity Verification ?

Email delivery (default)

Send Options

☐ Set password to open signed PDF ?

☐ Preview, position signatures or add form fields

Send

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #7: Confirmation Message

You will get a message that confirms that the document was sent.

Dashboard Send Manage Reports

Your "SDSU - ISQ Annual Review" is now queued for sending to the other parties to sign.

Step #8: Signature Email

Employers will receive an email asking them to sign the document. Please note that it will show your name, but the email address is from the system not your email. The message that you entered in Step #6 will be in the email.

Please sign SDSU - ISQ Annual Review

Inbox x

Heather LaPerle <echosign@echosign.com>
to me



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Heather LaPerle Has Sent You SDSU - ISQ Annual Review to Sign

Heather LaPerle (San Diego state University) says:
"Hello.
You are receiving this Internship Site Questionnaire Annual Review because San Diego State University (SDSU) has an active All-Campus Service Learning Agreement on file with your organization; you currently have, or previously had, an SDSU student complete an internship with your organization.

This questionnaire allows SDSU to assess the educational experience and potential risk associated with having students complete internships with your organization. This questionnaire is required in order to continue to have SDSU students complete internships with your organization.

Please review and complete SDSU - ISQ Annual Review. Let me know if you have any questions.

Thank you for offering internship opportunities for SDSU students!

Heather LaPerle
Campus Internship Coordinator
SDSU Career Services
hlaferle@mail.sdsu.edu
619-594-3493

[Click here to review and sign SDSU - ISQ Annual Review](#)



Heather LaPerle <echosign@echosign.com>

to me

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #9: Approval Confirmation Email and PDF Copy

Once the Employer has completed and signed the ISQ Annual Review then the Employer and Department Internship Contact will receive an email that contains a PDF of the completed and signed ISQ Annual Review.



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Internship Site Questionnaire Annual Review

You are receiving this Internship Site Questionnaire Annual Review because San Diego State University (SDSU) has an active Service Learning Agreement on file with your organization; you currently have, or previously had, an SDSU student complete an internship with your organization.

This questionnaire allows SDSU to assess the educational experience and potential risk associated with having students complete internships with your organization. This questionnaire is required in order to continue to have SDSU students complete internships with your organization.

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. If no response is received within 30 days, the Service Learning Agreement on file may be terminated with no additional written notification.

Thank you.

1. How many SDSU students does your organization anticipate having an intern for the upcoming year?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐
7 ☐ 8 ☐ 9 or more ☐

2. How is the internship(s) offset? (check all that apply)

☐ Paid ☐ Unpaid for academic credit
☐ Other

Adobe Sign has received a signed copy of **SDSU - ISQ Annual Review**.

To avoid unnecessary email you will not be notified when the additional 5 parties sign, but you can check on the status of signatures for this document at any time. You will be notified when the final signer has signed.

Attached is a final copy of **SDSU - ISQ Annual Review**.

Copies have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Sign account.

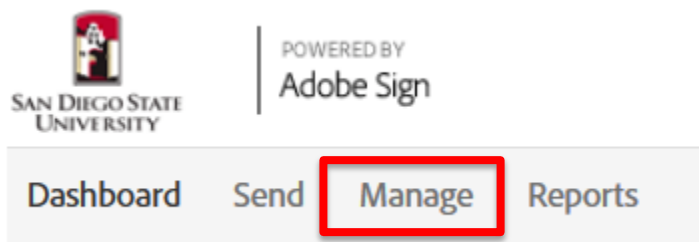
Why use Adobe Sign:

- Exchange, Sign, and File Any Document. In Seconds!
- Set-up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #10: Review the Manage Section

Log into your AdobeSign Account and click Manage. Then click on Multiple Recipients to view all of the documents sent through MegaSign.



Name >	Company >	Document Title >	Date >
▼ Waiting For Me to Sign (0)			
▼ Out for Signature (32)			
Multiple Recipients		SDSU - ISQ Annual Review	05/11/2017

Step #11: Review Completed Annual Review ISQs

Double click the Annual Review ISQ you want to review in order to get a PDF of the complete document.

Name >	Company >	Document Title >	Date >
▼ Waiting For Me to Sign (0)			
▼ Out for Signature (5)			
employer#4@gmail...		SDSU - ISQ Annual Review	05/11/2017
employer#5@gmail...		SDSU - ISQ Annual Review	05/11/2017
employer#2@gmail...		SDSU - ISQ Annual Review	05/11/2017
employer#3@gmail...		SDSU - ISQ Annual Review	05/11/2017
employer#1@gmail.c...		SDSU - ISQ Annual Review	05/11/2017
▼ Signed (1)			
SDSU Internships CS		SDSU - ISQ Annual Review	05/11/2017

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Directions for How to Send Individual Documents

Step #1: Get Started Sending an Individual Document

Click on Send or Get a Document Signed to start the process

Powered by Adobe® EchoSign™

Get Help

Home **Send** Manage Reports

Hello, Heather What would you like to do?

Search documents, recipients & notes Search

Get a Signature

Get a Document Signed

Send from Library

Select a document Start

Additional Functions

Create Widget
Embed a signable document

Only I Sign
Sign anything you've been sent

Archive a Document
Upload into your account

Mega Sign
Send to many people at once

Your Activity for This Month

Agreements Signed 50 25 75 100 100%

Average Time to Sign 6,000 3,000 9,000 12,000 11,454.52 min. See All

2 completed View Reports...

Latest Alerts

You have no alerts

Waiting For Me

You have no documents.

Recent Events

- You e-signed Marisela LaPlante's [Fillable SLA 10.21.14.echoawareform](#) (Yesterday at 1:53pm)
- Ed Legaspi's [Fillable SLA 10.21.14.echoawareform](#) was e-signed by John Doe (Yesterday at 1:32pm)
- [ISQ Test](#) was e-signed by Heather LaPerle (Oct 22 at 4:24pm)
- [Test](#) was e-signed by Marisela LaPlante (Oct 22 at 12:28pm)

More...

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English: US

Step #2: Enter Signer

Enter only the Employer email

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Dashboard **Send** Manage Reports

Heather

Recipients

Complete in Order ☒ Complete in Any Order

Add Me Add Recipient Group ?

1 **Employer@gmail.com** Email X

2 Enter recipient email

Show CC

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #3: Upload the Document

Click Add Files. The Select Files box will open and click on Library Documents to view and select the **SDSU- ISQ Annual Review** and then click the blue Attach button.

The screenshot shows the AdobeSign interface for uploading a document. The top navigation bar includes 'Dashboard', 'Send', 'Manage', and 'Reports'. The user is logged in as 'Heather'. The 'Recipients' section shows a recipient 'Employer@gmail.com' with the email method selected. The 'Message' section has a placeholder 'Agreement Name' and the text 'Please review and complete this document.' The 'Files' section has a red box around the 'Add Files' button. The 'Options' section includes checkboxes for 'Password Protect' and 'Completion Deadline', and a dropdown for 'Recipients' Language' set to 'English: US'. The 'Select Files' dialog is open, showing 'Library Documents' selected. The document 'SDSU - ISQ Annual Review' is highlighted in the list. The 'Attach' button is highlighted in the bottom right.

Once you attach the document, you will notice that the name of the document is added to the Message title and message sections.

Message

SDSU - ISQ Annual Review

Please review and complete SDSU - ISQ Annual Review.

Files

SDSU - ISQ Annual Review

Drag More Files Here

☒ Preview & Add Signature Fields

Next

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #4: Enter Agreement Name & Message, Uncheck the Preview Button & Send Document

Enter the Agreement Name and a Message to the Employer. The Employer will see this message in the email they receive and when they open the document to sign. Here is a sample message:

Hello.

You are receiving this Internship Site Questionnaire Annual Review because San Diego State University (SDSU) has an active All-Campus Service Learning Agreement on file with your organization; you currently have, or previously had, an SDSU student complete an internship with your organization. This questionnaire allows SDSU to assess the educational experience and potential risk associated with having students complete internships with your organization. This questionnaire is required in order to continue to have SDSU students complete internships with your organization.

Please review and complete SDSU - ISQ Annual Review. Let me know if you have any questions.

Thank you for offering internship opportunities for SDSU students!

Heather LaPerle

Campus Internship Coordinator

SDSU Career Services

hlaperle@mail.sdsu.edu

[619-594-3493](tel:619-594-3493)

Uncheck the box next to the Preview, position signatures or add form fields at the bottom of the page. If you do not uncheck this box, you will not be able to send the document and will need to start over. Then click Send.

Message

Organization Name SDSU - ISQ Annual Review

Hello.

You are receiving this Internship Site Questionnaire Annual Review because San Diego State University (SDSU) has an active All-Campus Service Learning Agreement on file with your organization; you currently have, or previously had, an SDSU student complete an internship

Files [Add Files](#)

SDSU - ISQ Annual Review

Drag More Files Here

☐ Preview & Add Signature Fields

Send

Options ?

☐ Password Protect

☐ Completion Deadline


Recipients' Language

English: US

AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #7: Confirmation Message

You will get a message that confirms that the document was sent and that a weekly reminder has been set up.



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Adobe Sign

New! ?

Dashboard Send Manage Reports Heather ▾

Internship Site Questionnaire Annual Review

You are receiving this Internship Site Questionnaire Annual Review because San Diego State University (SDSU) has an active Service Learning Agreement on file with your organization, you currently have, or previously had, an SDSU student complete an internship with your organization.

This questionnaire allows SDSU to assess the educational experience and potential risk associated with having students complete internships with your organization. This questionnaire is required in order to continue to have SDSU students complete internships with your organization.

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 questions about the Internship Site Questionnaire, please email us. If no response is received within 10 days, the Service Learning Agreement on file may be terminated with no additional written notification.

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? (check all that apply)

☐ Paid ☐ unpaid for academic credit

"SDSU - ISQ Annual Review" has been successfully sent for signature

A copy has also been sent to you at hlaperle@mail.sdsu.edu for your records.
"SDSU - ISQ Annual Review" was sent for signature to employer@gmail.com.
As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders

A **weekly reminder** will be sent to all recipients who have not yet signed.

You will be alerted if:

- The document you sent has **not been viewed by May 9 at 12:57 AM.**
- The document you sent has **not been signed by May 9 at 4:57 PM.**

[Change alert settings](#)

What's next?

[Send Another document](#)

[Go to the 'Manage' page](#)

[Modify Agreement](#)

Language English: US ▾

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AdobeSign: How-to Guide for Online Annual Review of Internship Sites Process

Step #8: Approval Confirmation Email and PDF Copy

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POWERED BY
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Internship Site Questionnaire Annual Review

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Thank you.

1. How many SDSU students does your organization anticipate having an intern for the upcoming year?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐
7 ☐ 8 ☐ 9 or more ☐

2. How is the internship(s) compensated? (check all that apply)

☐ Paid ☐ Unpaid for academic credit
☐ Other

Adobe Sign has received a signed copy of **SDSU - ISQ Annual Review**.

To avoid unnecessary email you will not be notified when the additional 5 parties sign, but you can check on the status of signatures for this document at any time. You will be notified when the final signer has signed.

Attached is a final copy of **SDSU - ISQ Annual Review**.

Copies have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Sign account.

Why use Adobe Sign:

- Exchange, Sign, and File Any Document. In Seconds!
- Set-up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

Internship Site Questionnaire Annual Review

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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)

<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid for academic credit
<input type="checkbox"/> Other	

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

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

Will interns ever work with clients unsupervised?

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. If Yes, Please review SDSU's international 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 international internship requirements listed above.

Yes No

10. INTERNSHIP SITE INFORMATION

Organization Name: _____
InternshipSite 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: _____
InternshipSite 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)

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

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 point of contact is SDSU Alumni

No, the point of contact 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.
