

SDSU Internship Site Questionnaire

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

INTERNSHIP SITE INFORMATION

Organization Name: Health Sciences High School and Middle College
Internship Site Address: 3910 University Ave DSuite 100
City: San Diego
State: California Zip Code 92105
Phone Number: 619- 528-9070
Organization Website: https://hshmc.org

Mailing address, if different from the address above

Mailing Address: _____
City: _____
State: _____ Zip Code _____

Point of Contact for the Organization

Name: Ian Pumpian
Title: CEO
Email Address: ipumpian@hshmc.org
Phone Number: 619-972-2525

Is the Point of Contact for the Organization an SDSU Alumna/us? Yes No

If the Point of Contact is not the Site Supervisor, please provide supervisor's contact information:

Name: _____
Title: _____
Email Address: _____
Phone Number: _____

Is the Site Supervisor an SDSU Alumna/us? Yes No

If additional staff are supervising interns, please provide contact information:

Name: Broc
Title: Vice Principal
Email Address: barnaiz@hshmc.org
Phone Number: 619- 528-9070

Is the Additional Staff an SDSU Alumna/us? Yes No

1. How many SDSU students does your organization anticipate having as interns for the upcoming academic year?

1

2

3

4

5

6

7

8

9 or more

2. How many hours per week will students be expected to intern?

1-4

5-9

10-14

15-19

20 or more

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

Work late nights (9 pm or later)

Work weekend days

Work weekend evenings/nights

Not applicable

4. If requested, would your organization be able to provide accommodations for students with disabilities and/or who require additional accommodations?

Yes No

5. Which of the following 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

Virtual/remote internship

At a personal residence

International location

At several sites (please list the address(es) of additional sites in box):

6. Will students be required to do any of the following as an intern with your organization?

	YES	NO
Purchase materials or services as part of the internship (including a uniform, parking)?	<input type="radio"/>	<input checked="" type="radio"/>
Provide personal information (including driver's license, social security number)	<input type="radio"/>	<input checked="" type="radio"/>
Do you require students to get a Background Check/Fingerprinting/Medical Exam (e.g., TB test)?	<input checked="" type="radio"/>	<input type="radio"/>
If you answered yes, to requiring a Background Check/Fingerprinting/Medical Exam (e.g., TB test), does your organization pay for it?	<input type="radio"/>	<input checked="" type="radio"/>
Provide sales leads or contact information for business references?	<input type="radio"/>	<input checked="" type="radio"/>
Serve in a capacity (including consultants) where their services are sold to clients?	<input type="radio"/>	<input checked="" type="radio"/>
Provide personal work equipment (including phone, laptop, tablet, printer, camera, video camera, etc.)?	<input type="radio"/>	<input checked="" type="radio"/>
Drive a vehicle in performing internship duties? (Note: Interns are <u>NOT</u> to use personal vehicles to provide services for Internship sites.)	<input type="radio"/>	<input checked="" type="radio"/>
Work with children or teens?	<input checked="" type="radio"/>	<input type="radio"/>
Work with behaviorally challenged populations?	<input type="radio"/>	<input checked="" type="radio"/>
Work with individuals who have a criminal background or history of violent behavior?	<input type="radio"/>	<input checked="" type="radio"/>
Work in a facility located in an area that is high in crime?	<input checked="" type="radio"/>	<input type="radio"/>
Work with hazardous materials?	<input type="radio"/>	<input checked="" type="radio"/>
Work in a facility where physical, environmental or inherent hazards are known but not addressed in a site orientation/training?	<input type="radio"/>	<input checked="" type="radio"/>
Work in a facility where parking and facility access are not adequately illuminated?	<input type="radio"/>	<input checked="" type="radio"/>
Operate heavy machinery?	<input type="radio"/>	<input checked="" type="radio"/>
Will interns ever work with clients unsupervised?	<input type="radio"/>	<input checked="" type="radio"/>

7. Please review SDSU's internship criteria below that includes items that SDSU requires of internship site supervisors. Will your organization and/or internship site supervisor do the following?

	YES	NO
Provide an educationally appropriate internship experience, which includes a position description, a site orientation, site tour, training overview and emergency preparedness information.	<input checked="" type="radio"/>	<input type="radio"/>
Identify and communicate to the University potential health and safety risks specific to the internship site and/or location/city.	<input checked="" type="radio"/>	<input type="radio"/>
Articulate any societal, political and cultural concerns unique to the location/city.	<input checked="" type="radio"/>	<input type="radio"/>
Communicate to the University any change in status of the site supervisor, and when possible, identify a new site supervisor.	<input checked="" type="radio"/>	<input type="radio"/>
Work to coordinate University site visits as needed.	<input checked="" type="radio"/>	<input type="radio"/>
Work with the University to complete requirements including the Service Learning Agreement (SLA)	<input checked="" type="radio"/>	<input type="radio"/>
Provide a general liability insurance certificate (if requested by the University).	<input checked="" type="radio"/>	<input type="radio"/>
Provide the intern with policies and procedures on handling confidential material and information.	<input checked="" type="radio"/>	<input type="radio"/>
Explain safety policies/procedures/injury & illness prevention plan (including parking and harassment prevention).	<input checked="" type="radio"/>	<input type="radio"/>
Provide additional documentation as required by the SDSU Department Internship Contact (required for all for-credit internships).	<input checked="" type="radio"/>	<input type="radio"/>
Provide the intern with policies and procedures for working with the site's clients/population.	<input checked="" type="radio"/>	<input type="radio"/>
Provide the intern with policies and procedures for working at the site (including mandatory reporting on abuse/neglect).	<input checked="" type="radio"/>	<input type="radio"/>
If you are not the site supervisor, you will communicate SDSU's internship requirements to the site supervisor prior to the intern starting at your organization.	<input checked="" type="radio"/>	<input type="radio"/>

8. How are internship(s) offered? (Select all that apply)

- Paid
- Stipend
- Unpaid for academic credit
- Other

9. 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/Internship Agreement with an Academic Department
- Handshake Employer Account (SDSU Career Services)
- None/I Do Not Know
- Other

By signing, I understand under penalty of perjury that the information provided on this Internship Site Questionnaire is true and correct. I verify that I have completed this questionnaire.

Completed by Learning Activity Site:

Ian Pump[ian]

Print Name

Ian Pumpian
Ian Pumpian (Jun 26, 2024 15:42 PDT)

Signature

Jun 26, 2024

Date

Reviewed by San Diego State University College Representative:

(SDSU College Representative - Internship Course Instructor, Faculty Advisor or College Designee)

Rusti Rasing

Print Name

Rusti Rasing

Signature

Jun 26, 2024

Date