

Learning Site Self-Assessment (SSA)
Cal Poly Humboldt Service Learning & Academic Internship Course Placements

CAL POLY
HUMBOLDT

Organization Name: Website:
Organization Contact: Title:
Contact Email: Phone:
Address:

Directions: This form should be completed by an authorized representative of the Learning Site who is intricately familiar with the organization's safety policies & procedures and the potential learning activities that CSU students will be engaged in as part of their Service Learning/Academic Internship experience. **Please answer all questions on all three pages of this SSA.**

SUPERVISION:

Will the students be supervised less than 100% of the time? YES ☐ NO ☐
Will the supervisor be responsible for overseeing more than 8 people? YES ☐ NO ☐

POPULATION SERVED:

Will the students be working with behaviorally challenged population? YES ☐ NO ☐
Will students be working unsupervised with minors? YES ☐ NO ☐
Will the students be working with individuals who have a known criminal background or history of violent behavior? YES ☐ NO ☐

EQUITY CONCERNS:

Does this site and staff prioritize equitable practices? These can be reflected in agency mission or purpose statement and program goals; site environment reflects diversity and inclusion; all constituencies (staff, clients, volunteers and students in service) are treated equitably with care and support. YES ☐ NO ☐

Do you feel prepared to accept and support qualified students of widely varying backgrounds? (Including race, color, religion, national origin, sex, sexual and gender orientation, AIDS related condition, age, disability, Vietnam veteran status, Dreamer status, etc.) YES ☐ NO ☐

LEARNING SITE LOCATION:

Would the site be described as a high-crime area, or are there concerns about the parking and work areas being secure or adequately illuminated?

YES ☐ NO ☐

CRIMINAL ACTIVITY:

Have there been any incidents of criminal activity at the organization within the last year? YES ☐ NO ☐

KNOWN HAZARDS:

Are there concerns with the site's physical location; such as physical, environmental, accessibility concerns or inherent hazards that are not addressed adequately by training and security measures? YES ☐ NO ☐

Does the placement require working with any hazardous materials, heavy equipment or heavy machinery? YES ☐ NO ☐

EMERGENCY PLAN:

Are there any concerns regarding the Learning Site's Emergency Plan, non-working fire-rated doors or blockages to the exits and hallways? YES ☐ NO ☐

If you have answered "YES" to any of the questions above – or "NO" to the two equity questions - please explain below:

LOGISTICS:

Will students be working under supervision? YES ☐ NO ☐ If different from the Contact listed at the top of page 1, who is the Supervisor?

Contact first and last name:

Title:

Phone:

Email:

Will students be working at alternate sites? YES ☐ NO ☐ If yes, please explain below (an additional Site Assessment form may be required)

What is required for students prior to starting?

Fingerprinting? YES ☐ NO ☐

Background Checks? YES ☐ NO ☐

TB Test? YES ☐ NO ☐

Please note: If a student is required to have a fingerprint and/or background check, it is advisable that the agency pay for and initiate the background check so that it can receive the detailed results.

Do you agree to adhere to the current state and county local health requirements around COVID-19? YES ☐ NO ☐

If no, please explain. Cal Poly Humboldt requires students conducting in person service to adhere to campus or community site policy, whichever is stricter. In person service by students may need approval on a case-by-case basis by the campus risk manager.

Who should the university contact in case of emergency?

Please provide a brief description of VIRTUAL and/or IN PERSON activities potential students may conduct with the site. Please consider possibilities over the future 5 year term of the Learning Site Agreement.

RISK IDENTIFICATION AND TOUR OF SITE:

Does the site provide a safety orientation? (Recommended) YES ☐ NO ☐

Will student be required to work alone at night (between 6pm and 8am)? YES ☐ NO ☐

Is learning site at an agency-related private home? YES ☐ NO ☐

(Please see footnote #1. Students may work from their OWN homes, but not at agency-related private homes).

Does the learning site carry liability insurance? YES ☐ NO ☐

Any other insurance?

Document and discuss any risks involved with this learning site:

Is there anything else not covered that might impact the safety and well-being of the students? Please comment here:

Please be aware of the following:

1. Students are not allowed to participate at agency-related home-based learning sites (Exceptions must be cleared with CPH Director of Risk Management.).
2. Students are not allowed to use power tools or provide transportation for agency/business purposes.
3. Learning sites should have orientations for all student volunteers going over items discussed in the site checklist.
4. Students should not be spending out of pocket for agency materials.
5. Students need to be supervised by paid staff around minors.

Required Signatures:

Learning Site Authorized Signer:

Date:

Title:

Cal Poly Humboldt Risk Management Signature:

Date: