

Risk Management Guidelines

Academic Internships, Service Learning, Student Teaching

Placement Risks

The University promotes student learning through active participation in meaningful and planned service experiences in the community that are directly related to course content. When the University places students in off campus environments there are risks associated with the placement:

- Student injury
- Student injury to others
- Student property damage
- Student damage to property of others
- Student's role and responsibilities during the assignment
- University's role and responsibilities (including the faculty member involved)
- Host entity's role and responsibilities (including the person or persons supervising the student)
- Safety of the work site overall

These issues should be addressed among faculty, staff, students, and the host entity to ensure a positive and safe off campus learning experience.

University Assigned Placement

When the University assigns a student to an activity under the direction and control of another entity, a formal placement agreement is required. Once the faculty has found and accepted a suitable placement site, contact Procurement for information on the standard template for such student placement agreements. The wording of the agreement has been developed by the CSU General Counsel and reflects an acceptable level of liability protection. Some wording in the agreement can be individually customized through negotiation between Procurement and the placement site's administration or attorney.

Agreements between the University and a host entity must be reviewed by and can only be signed by a University authorized contracting officer (these agreements can be negotiated on an annual or multi year basis and provide for multiple student placements).

Student Selected Placement

In a situation where the University requires an internship or field work and the student locates an entity to host the activity and the University's only role is in evaluating the activity of the student through reports or projects or presentations, the need for formal relationship with the host entity and the student may be reduced.

Workers' Compensation Insurance

The CSU provides Workers' Compensation **only** for students participating in Allied Health and Teaching clinical training programs. In all other cases, **It is always the preference of the University that the host entity**

- which is in control of the working environment and
- which is directing and supervising the student actions and
- which benefits from the student's efforts

provide Workers' Compensation coverage for the student

Student Professional Liability Insurance

The CSU provides student professional and personal general liability insurance for all students in allied health professions, nursing and teaching programs that require fieldwork for course completion. The CSU also provides professional and personal general liability coverage for students enrolled in service-learning course sections for which they receive academic credit.

University Insurance Requirements if Host Entity Unwilling to Provide Insurance

When the host entity is not willing to provide Workers' Compensation coverage for the student working for their benefit, in their environment, and under their direction and the assignment is of critical value to the University's academic program, the University may choose to provide Workers' Compensation coverage for the student through the written agreement with the entity. In these placements, the faculty member, department and University take on additional responsibilities related to the supervision of the student, including accident reporting and incident reporting to the University.

Orientation

The University must ensure that an orientation is provided for internship/service learning students including information on any known hazards and how to mitigate them. Placements with unusual hazards may require that a student sign an Informed Consent stating that he/she has been informed of the risks. Consult the [Risk Manager](#) for more information.

Transportation

Students are responsible for getting to and from internship/service learning locations. The University does not reimburse for travel nor is otherwise involved in arrangements for transportation.

Additional Requirements

There may be additional requirements for background checks, finger printing, criminal history and driving record check, basic skills and competencies, personal protective equipment, medical screening, inoculations, tools and materials for participation. Whenever possible, these requirements should be addressed between the host entity and the student consistent with the host entity policies and procedures related to volunteers and/or employees for their organization.

Contact for questions: University Risk Management Coordinator, (209) 667-3114. Risk@csustan.edu

Additional Resources:

[Procurement](#)

[Service Learning](#)