

Stanislaus State On-Campus Learning Site Risk Evaluation Form

*To be completed by a faculty member or an Office of Service Learning staff member. Students **may not** complete this form. To be submitted to the Office of Service Learning along with a Faculty Request to Start Internship & Service Learning Site form. (Use this form for On-Campus student placements).*

Faculty Name: _____ Department: _____ Supervisor Name (If different than Faculty): _____

Supervisor Email: _____ Supervisor Phone: _____

Address: _____ On-Campus Location: _____

Street Address
City
State
Zip
Building
Room

Please respond to all questions below:			Notes (Provide as much detail as possible to respond to the questions)
SUPERVISION: Will the students be supervised less than 50% of the time or will the supervisor be responsible for overseeing more than 8 people?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	
POPULATION SERVED: Will the students be working with “behaviorally challenged” populations? Will students be working unsupervised with minors?	<input type="checkbox"/> NO ↓ <input type="checkbox"/> NO	<input type="checkbox"/> YES → <input type="checkbox"/> YES →	
POPULATION SERVED: Will the students be working with individuals who have a known criminal background or history of violent behavior?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	
LEARNING SITE LOCATION: Would the location be described as a high-crime area, or are there concerns about the parking and work areas being secure or adequately illuminated?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	
CRIMINAL ACTIVITY: Have there been any incidents of criminal activity at the organization within the last year?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	
KNOWN HAZARDS: Are there concerns with the site’s physical location; such as physical, environmental, or inherent hazards that are not addressed adequately by training and security measures?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	
KNOWN HAZARDS: Does the placement require working with any hazardous materials, heavy equipment, or heavy machinery?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	
EMERGENCY PLAN: Are there any concerns as to the Learning Site’s Emergency Plan or regarding non-working fire-rated doors or blockages to the exits and hallways?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	

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Please respond to all questions below:			Notes (Provide as much detail as possible to respond to the questions)
HOME-BASED SITE: Will the placement site be at a private residence or will the student have to visit a private residence as part of the experience? (See Footnote 1)	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	
SERVICE SITES: Will the site send students to locations other than the primary address listed? (See Footnote 2)	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	
ADDITIONAL INFORMATION: Is there anything else not covered that might impact the safety and well-being of the students? (Please List)	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	
TOUR OF SITE: Faculty member or Office of Service Learning staff has been given a tour of the location where students will be working?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	

University Representative Name: _____ **Title:** _____

University Representative Signature: _____ **Date:** _____

Footnotes:

1. Home-based learning sites should have a separate attachment specifying where meetings with students should take place if different from home-based address (ie: a public location or on campus).
2. Service sites other than the primary address listed should have a separate attachment specifying where the service takes place (ie: a public location or on campus).

To be completed by an Office of Service Learning staff member

Risk Level Rating (Reference Risk Level Rating Rubric): Low Medium High

Campus Review Signature: _____ **Assessment Date:** _____