### On-Site Assessment Form

#### Logistics

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will students check in at site?</td>
<td></td>
</tr>
<tr>
<td>How will students track hours at the site?</td>
<td></td>
</tr>
<tr>
<td>Do students meet with site supervisor prior to starting?</td>
<td></td>
</tr>
<tr>
<td>Are students provided with a work space?</td>
<td></td>
</tr>
<tr>
<td>Will students be asked to bring anything with them?</td>
<td></td>
</tr>
<tr>
<td>Will students be asked to buy anything? If so, will they be reimbursed?</td>
<td></td>
</tr>
<tr>
<td>Will students be working under supervision?</td>
<td></td>
</tr>
<tr>
<td>Will students be working at alternate sites?</td>
<td></td>
</tr>
<tr>
<td>What are required or students prior to starting?</td>
<td></td>
</tr>
<tr>
<td>Fingerprinting? Background checks?</td>
<td></td>
</tr>
<tr>
<td>Who pays for this?</td>
<td></td>
</tr>
<tr>
<td>Who should site contact in case of emergency?</td>
<td></td>
</tr>
<tr>
<td>Who should university contact in case of emergency?</td>
<td></td>
</tr>
<tr>
<td>Will students be asked to drive for this placement? (Please see footnote 1)</td>
<td></td>
</tr>
</tbody>
</table>

#### Risk Identification and Tour of Site

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the site provide a safety orientation?</td>
<td></td>
</tr>
<tr>
<td>Is there adequate parking for students?</td>
<td></td>
</tr>
<tr>
<td>Will students be working in a high crime area?</td>
<td></td>
</tr>
<tr>
<td>Will students be interacting with individuals who have a criminal background or a history or physical violence?</td>
<td></td>
</tr>
<tr>
<td>Will learning site request emergency contact information for students?</td>
<td></td>
</tr>
<tr>
<td>Will student be required to work alone at night (between 6pm and 8pm?)</td>
<td></td>
</tr>
<tr>
<td>Is learning site home based? (Please see footnote 2).</td>
<td></td>
</tr>
<tr>
<td>Are exits clearly marked?</td>
<td></td>
</tr>
<tr>
<td>Is there an emergency evacuation plan?</td>
<td></td>
</tr>
<tr>
<td>Is there any damage to site that may create a hazard for students?</td>
<td></td>
</tr>
</tbody>
</table>
## On-Site Assessment Form

<table>
<thead>
<tr>
<th>Does the learning site carry liability insurance? Any other insurance?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document and discuss any risks involved with this learning site.</td>
<td></td>
</tr>
</tbody>
</table>

### Privacy and Evaluations

<table>
<thead>
<tr>
<th>Are students allowed to take pictures or videos?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Will students be asked to sign a confidentiality waiver?</td>
<td></td>
</tr>
<tr>
<td>Will there be evaluations required? By whom?</td>
<td></td>
</tr>
</tbody>
</table>

### Service-Learning Agreement / Learning Plan / Orientation

<table>
<thead>
<tr>
<th>Discussed and reviewed service-learning agreement.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussed and reviewed learning plan.</td>
<td></td>
</tr>
<tr>
<td>Discussed what should be included in an onsite orientation for students.</td>
<td></td>
</tr>
</tbody>
</table>

**Learning Site Representative Signature:** ____________________________ **Date:** __________

**Title:** __________________________________________

**University Representative Signature:** ____________________________ **Date:** __________

**Title:** __________________________________________

**Footnotes:**

1. Discuss any driving requirements with university risk manager.
2. Home-based learning sites should have a separate attachment specifying where meetings with students should take place (i.e., a public location or on campus).
3. Learning sites should have orientations for all student volunteers going over items discussed in the site checklist.

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CSU Resource Guide for Managing Risk in Service Learning

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## Learning Site Self-Assessment Form

**Organization Name:**

**Website:**

**Partnership Contact:**

**Title:**

**Contact Email:**

**Contact Phone:**

**Address:**

- **Street Address:**
- **City:**
- **State:**
- **Zip:**

**Directions:** This form should be completed by a knowledgeable 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 experience.

### SUPERVISION
- **Will the students be supervised less than 50% of the time or will the supervisor be responsible for overseeing more than 8 people?**
  - [ ] No
  - [ ] Yes

### POPULATION SERVED
- **Will the students be working with “behaviorally challenged” populations? Will students be working unsupervised with minors?**
  - [ ] No
  - [ ] Yes

### POPULATION SERVED
- **Will the students be working with individuals who have a known criminal background or history of violent behavior?**
  - [ ] No
  - [ ] 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?**
  - [ ] No
  - [ ] Yes

### CRIMINAL ACTIVITY
- **Have there been any incidents of criminal activity at the organization within the last year?**
  - [ ] No
  - [ ] 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?**
  - [ ] No
  - [ ] Yes

### KNOWN HAZARDS
- **Does the placement require working with any hazardous materials, heavy equipment, or heavy machinery?**
  - [ ] No
  - [ ] 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?**
  - [ ] No
  - [ ] Yes

**Is there anything else not covered that might impact the safety and well-being of the students?**

**Additional Comments**
Orientation Provided Before First Day of Service

✓ Details related to serving at the site should coincide with details found in the Learning Plan:

- Mission of the Learning Site.
- Who are the clients of the Learning Site?
- What programs/service does the Learning Site offer?
- Specific policies and procedures related to the service placement.
- Review any proof of eligibility that is needed (fingerprinting, background check). Who will cover the cost? Where should students go to have fingerprinting done?
- Discuss volunteer expectations by the Learning Site.
- Provide students a job description detailing the work they will do (outlines scope of work). Explain the types of activities that are “outside” the scope of work.
- Give the students their site supervisor’s contact information.
- Will the students need to meet with the site supervisor prior to beginning their service?
- How closely will the student be supervised? By whom?
- Who do the students call if they cannot make their scheduled service, or will be late?
- Discuss appropriate attire when providing service (based on Learning Site’s standards)
- Provide specific training for the position.
- What will the student learn? What qualities or skills will the students develop?
- Review confidentiality rules for the site. Are pictures or video allowed?
- Review the risks associated with this placement.
- Explain what students should do if harassment occurs. Whom do they contact (referenced in the Learning Plan).
- Talk about service schedule (total number of hours, days and times of the week, etc.). Also discuss beginning and end of service. Students should not volunteer outside of scheduled hours until requirement is complete.
- Who can the students contact with questions or concerns about their placement (Learning Site contact, and campus contact)?
- Is there a Learning Site training or Orientation to attend? Where? When? How long?
- Where do students check in at the site on their first day?
- How are students’ service hours recorded? (For their course and the Learning Site).
- Give location of site and directions via personal car or public transportation. Where will students park if they drive? What is the cost associated with parking or taking public transit? Emphasize that student is responsible for getting to and from the site.
- Who will be evaluating the students’ service? Is there a formal evaluation the CBO will fill out?

On Site Orientation – Must Occur On or Before First Day of Service

✓ Site Specific Information

- Tour of site – location of restroom and break room.
- Where, and with whom, do students check in each time they arrive at the site?
- Where is the logbook kept (to record service hours)?
- Review safety rules of the site, location of emergency exits, and emergency procedures.
- Emergency Contact Information: ask students’ permission to share with university.
- Review accident procedures at the site and what to do if a student or client is hurt.