| Internship, Clinical/Early Field Experience and Student Teaching Safety Form |
| WINSTON-SALEM STATE UNIVERSITY |
| Fall 2020 Academic Term |

**ACADEMIC DEGREE PROGRAM INFORMATION**

| Academic Degree Program Name: |
| Program Coordinator Name: | Internship Coordinator Name: |
| Department Chair Name: | Department Chair Email Address: |
| School or College Name: |

**INTERNSHIP, CLINICAL/EARLY FIELD EXPERIENCE, OR STUDENT TEACHING INFORMATION**

| Business, Organization, Corporation, or School Name: |
| Partnership Site Coordinator Name: | Partnership Site Coordinator Email Address: |
| Internship Coordinator Email Address: | Internship Coordinator Phone Number: |

**Internship, Clinical/Early Field Experience, and Student Teaching Information:**

1. Is this internship, clinical experience, or student teaching part of an “Essential Service”?
   - ☐ Yes, the industry is an essential service and this internship is related to that service.
   - ☐ Yes, the industry is an essential service but this internship is not necessarily an essential service.
   - ☐ No, this internship is not an essential service.

2. Has the program/internship coordinator discussed with the location site coordinator or site supervisor how COVID-19 will affect this internship experience?
   - ☐ Yes, the program/internship coordinator has discussed with the location site coordinator/supervisor how COVID-19 will affect this internship experience.
   - ☐ No, the program/internship coordinator has not discussed with the location site coordinator/supervisor how COVID-19 will affect this internship experience.

3. Has the program/internship coordinator discussed with the location site coordinator/supervisor if this internship experience can be conducted remotely or virtually?
   - ☐ Yes, the program/internship coordinator in collaboration with the site coordinator/supervisor has concluded the internship experience will be performed remotely or virtually during the fall 2020 term.
   - ☐ No, the program/internship coordinator in collaboration with the site coordinator/supervisor has concluded that students cannot perform the internship experience remotely or virtually during the fall 2020 term.

4. If students cannot perform the internship experience remotely or virtually, will the internship site require that student wear Personal Protective Equipment?
   - ☐ Yes, the location site will require that students wear PPE?
   - ☐ No, the location site will not require that students wear PPE?

5. Has the program/internship coordinator worked with the location site coordinator to construct a safety plan for students?
   - ☐ Yes, the program/internship coordinator has worked with the internship site coordinator to create a safety plan.
   - ☐ No, the program/internship coordinator has not worked with the internship site coordinator to create a safety plan.

*If you answer “Yes” to this question, then the program/internship coordinator must file a copy of this safety plan with his/her department chairperson and his/her academic dean.*
INTERNSHIP, CLINICAL EXPERIENCE, AND STUDENT TEACHING SAFETY MEASURES
(Complete this Section if Students Cannot Perform the Experience Remotely or Virtually)

Personal Protective Equipment required by the Internship, Clinical Experience, or Student Teaching Site:

1. Please indicate with an “X” all PPE that WSSU students must wear during this internship experience.

☐ Overalls and/or Protective Apron ☐ Protective headgear (helmets)
☐ Safety boots or shoes ☐ Safety glasses or goggles
☐ Leggings ☐ Toe guards
☐ Protective face covering (mask, face shield) ☐ Gloves
☐ Respirator ☐ Earmuffs or earpieces

Please identify other types of PPE required by the site to engage in this experience:

2. Has the university internship coordinator/site supervisor communicated with the internship location if PPE will be provided for WSSU students or will WSSU have to provide the appropriate PPE?

☐ Yes, the internship coordinator/site supervisor has confirmed and documented that the internship location will provide required PPE for WSSU students.
☐ No, the internship coordinator/site supervisor has not confirmed and has not documented that the internship location will provide required PPE for WSSU students.

3. Has the university internship coordinator/site supervisor worked with the internship location to update documentation that details the specifics of the internship experience with revised COVID-19 expectations and requirements?

☐ Yes, the internship coordinator/site supervisor has updated in writing the internship expectations and requirements with revised protocol for COVID-19 pandemic conditions.
☐ No, the internship coordinator/site supervisor has not updated in writing the internship expectations and requirements with revised protocol for COVID-19 pandemic conditions.

*If you answer “Yes” to this question, then the program/internship coordinator must file a copy of these updated expectations and requirements with his/her department chairperson and his/her academic dean.*

INTERNSHIP, CLINICAL EXPERIENCE, AND STUDENT TEACHING SAFETY MEASURES
(Everyone Must Complete this Section Regardless if the Experience is Remotely or Face-to-Face In Person)

Written Communication to Faculty and Students:

1. Has the university internship coordinator/site supervisor or department chair communicated in writing to appropriate departmental faculty—full- and part-time—the updated expectations and requirements for the internship experience?

☐ Yes, the internship coordinator/site supervisor or department chairperson has communicated in writing to the appropriate faculty members the updated expectations and requirements for the internship experience.
☐ No, the internship coordinator/site supervisor or department chairperson has not communicated in writing to the appropriate faculty members the updated expectations and requirements for the internship experience.

*If you answer “Yes” to this question, please affix a copy of that communication to this document when submitted to the department chairperson and academic dean.*

2. Has the university internship coordinator/site supervisor or department chair communicated in writing to the appropriate WSSU students the updated expectations and requirements for the internship experience?

☐ Yes, the internship coordinator/site supervisor or department chairperson has communicated in writing to the appropriate WSSU students the updated expectations and requirements for the internship experience.
☐ No, the internship coordinator/site supervisor or department chairperson has not communicated in writing to the appropriate WSSU students the updated expectations and requirements for the internship experience.

*If you answer “Yes” to this question, please affix a copy of that communication to this document when submitted to the department chairperson and academic dean.*