

APPROVAL CODE:

**CHICAGO STATE UNIVERSITY**  
**DEPARTMENT OF CRIMINAL JUSTICE, PHILOSOPHY & POLITICAL SCIENCE (CJPPS)**  
**(CJ4390) Criminal Justice Practicum/Internship SAFETY CHECKLIST**  
**Required Form for Approval**

All students enrolled in CJ4390 must submit this completed form to the Department Chair on or before the end of the first week of classes. Students are not allowed to begin an internship before completing and submitting this form and receiving approval from the Department Chair. It is strongly recommended that students complete this form before enrolling in CJ4390. Students without approved forms must Drop/Withdraw from the course.

**INTERNSHIP SITE SUPERVISOR INFORMATION**

\_\_\_\_\_  
First Name Last Name Job Title

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Agency Address Zip Code

\_\_\_\_\_  
Work Phone Work email address

**DESCRIPTION OF INTERNSHIP DUTIES/ACTIVITIES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Internship Start Date

\_\_\_\_\_  
Expected Internship End Date

Please check one of the following to indicate how the intern will complete these duties and activities:

- ☐ Remotely Only
- ☐ Onsite at the Agency
- ☐ Combination of Remote/Onsite

If the intern will work **Remotely Only**, then sign and submit the form.

If the internship will be **Onsite or Remote/Onsite**, then **COMPLETE THE SAFETY CHECKLIST** below.

Complete this SAFETY CHECKLIST below, only if the intern will work Onsite or a Combination of Onsite/Remote.

Taking into account city, state and federal law, CSU seeks to ensure that safe protocols and important physical limitations are implemented to protect against potential health threats including COVID-19.

Join CSU's commitment to the safety of our interns by completing the following safety checklist:

SAFETY CHECKLIST	YES	NO	NA
The agency has a crisis communication plan to address health and safety issues.			
Intern engagement will be primarily through virtual activities that promote career and professional development, cohort building, and student leadership.			
The agency will limit the intern's access to communal spaces adhering to social distancing guidelines.			
Travel beyond the agency site will be restricted for interns.			
Travel to/from the agency by interns using public transportation adheres to Chicago Transit Authority safety guidelines			
Cleaning personnel will follow CDC guidelines for cleaning and sanitization in high touch areas.			
Appropriate PPE, including masks and cleaning products will be provided for interns to use onsite.			
All Agency staff and visitors will wear masks while onsite (unless restricted due to documented medical concerns and/or ADA compliance).			
Any Agency staff member who has been exposed to a person with COVID-19, or suspect that they have been exposed to COVID-19, will self-quarantine for a minimum of fourteen (14) days.			
The Internship Supervisor will notify the intern, the Instructor and CJPPS Department Chair if an Agency staff member has been exposed to COVID-19.			
The Agency understands that the intern will be required to adhere to a STAY-AT-HOME order if issued by governmental authorities.			
Upon the declaration of a Stay-at-Home order or Agency COVID exposure, the intern will be allowed to complete their internship remotely.		*	
<i>*If NO, then interns are required to attach a statement from their Instructor about the alternative assignments that will be given to meet the objectives of the internship experience.</i>			

**REQUIRED SIGNATURES:** email from all participants to the CSU Instructor can be used instead of signatures.

Title	Printed Name	Signature	Date
CSU Intern			
Site Supervisor			
CSU Instructor			