

## **Risk Evaluation Questionnaire**

(Off-Site Internship, Practicum, Transformational Learning Opportunities, etc.)

1. The learning experience is best described as:  
☐ **Field Trip** (an off-campus observatory experience coordinated as part of a student's coursework)  
☐ **Internship/Apprenticeship** (work-like environment for an extended period of time to practice work related skills and development)  
☐ **Volunteer/Outreach** (community service, philanthropy or public performance)  
☐ **Community Based Instruction** (participation in the community with a specific task to accomplish)  
☐ **Community Based Research** (a collaborative effort between academic researchers and community members)  
☐ **Immersion** (local or global activities which involve integration into a culture or community; can be co-curricular or integrated into a course)
2. Is there more than one site involved? ☐ Yes ☐ No
3. Please provide a very brief description of the off-site campus learning opportunity (anticipated activities, goals, site location, duration, etc.):  
\_\_\_\_\_  
\_\_\_\_\_
4. Have you completed any type of assessment on the site(s)? ☐ Yes ☐ No  
If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_
5. What are the planned activities and inherent risks associated with the off- campus learning opportunity? Check all areas with which students will have interactions.  
☐ Minors ☐ Elderly ☐ Individuals who have disabilities  
  
☐ Individuals who have mental health issues ☐ Patient Medical Care  
  
☐ Homeless ☐ Criminal Population ☐ Contact with Animals ☐ Water Activities  
  
☐ Camping ☐ Significant Risk of Bodily Injury ☐ Property Damage  
  
☐ Construction Site ☐ Environmental ☐ Other
5. Are you conducting orientation for the students? ☐ Yes ☐ No  
If no, is the site conducting orientation for the students? ☐ Yes ☐ No
6. Will there be UNF faculty supervision on-site? ☐ Yes ☐ No
7. Will transportation be provided for the student? ☐ Yes ☐ No

**\*\*\*STOP HERE IF THE LEARNING EXPERIENCE IS LIMITED SOLELY TO A FIELD TRIP.\*\*\***

8. Is there a designated community partnership coordinator or other site representative for communication regarding the student's performance? ☐ Yes ☐ No
9. Are you familiar with the site's policies and procedures to ensure compliance by the University and the student? ☐ Yes ☐ No
10. Will the students work directly with the site's clients? ☐ Yes ☐ No
11. Does the site require insurance from the student or UNF? ☐ Yes ☐ No ☐ Unsure
12. Are there any physical barriers that create difficulties for site impaired, hearing impaired, mobility impaired individuals? ☐ Yes ☐ No ☐ Unsure
13. Does the site require any of the following? Check all that apply.  
☐ Drug Testing      ☐ Criminal Background Check      ☐ Health Screening  
☐ Health Insurance      ☐ Disability Insurance      ☐ Other
14. Does the site deliver emergency care, in the event of a student medical emergency?  
☐ Yes ☐ No ☐ Unsure
15. Does the site require students to keep site information confidential? ☐ Yes ☐ No  
☐ Unsure
16. Other than employees of the site, do you intend to involve a person in the off-campus learning experience who is not a UNF student, UNF faculty or UNF staff? ☐ Yes ☐ No
17. Does the site require any of the following documentation? Check all that apply.  
☐ Contract      ☐ Attestation or Acknowledgment      ☐ Waiver or Release
18. In your opinion, does the off-campus learning opportunity provide a greater benefit for the student or the site? ☐ Student ☐ Site ☐ Unsure
19. Will the student's participation displace site employees or provide any immediate advantage to the site? ☐ Yes ☐ No ☐ Unsure
20. Is the student entitled to employment by the site at the end of the off-campus learning opportunity? ☐ Yes ☐ No
21. Do the site and student understand that the student is not entitled to wages for participating in the off-campus learning experience? ☐ Yes ☐ No

22. Will you or have you gone through an IRB process for the off-campus learning experience? ☐ Yes ☐ No