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**TO:** Prospective and Current Site Internship Supervisors

**FROM:** Professor Courtney Aloul, Occupational Safety & Health Internship Coordinator

**RE:** GVSU Safety Internship Site Requirements

Listed below are the Occupational Safety and Health Management degree requirements for Internships.

* The student must submit written verification that they have an offer from an organization to perform an internship
  + This offer must include the contact supervisor’s name, email address, and phone number
  + The student will spend between 20 and 40 hours/week performing safety related activities for a minimum period of 14 weeks
  + The student can receive a minimum of 3 sem. hrs. credit (300 hours of documented work)
  + The student can receive a maximum of 6 sem. hrs. credit (600 hours of documented work)
  + Salary is not a requirement of an Internship, however, 99% of the internship sites hire the student to work during the internship
* The student is expected to engage in numerous aspects of the safety position, such as:
  + Safety auditing and report writing
  + Hazard analysis and monitoring
  + Training
  + Critical Incident Analysis
  + Budgeting
  + Environmental safety analysis
  + Labor-management relations
  + Project assessment and management, etc.
* Assignments:
  + A weekly activity log must be kept and a sample portfolio of work performed. When possible, a Cost Benefit Analysis is to be included in the portfolio. These will be turned in at the completion of the internship.
* This is an academic experience, as such, the student must be under direct supervision with the party who has safety responsibility at the selected facility
  + Although it is an academic experience, the student is expected to work independent of their site supervisor as the internship develops
  + The site supervisor or student is/are responsible for contacting the OSH Internship Coordinator as potential problems start to rise
  + The OSH Internship Coordinator is responsible for mediating any problems that arise between the Site Supervisor and the Intern
* Where practical, the University requires that a minimum of one visit be made by the Internship Coordinator, to observe the student perform their assigned activities and discuss the student’s progress with the site supervisor.
* The site supervisor is to prepare a confidential written analysis of the student’s performance at the end of the internship.

**If there are questions, please contact:**

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301 West Fulton St., EC-618h Grand Rapids, MI 49504

Site Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_