



TO: Prospective and Current Site Internship Supervisors

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

RE: GVSU Safety Internship Site Requirements

University Internship 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

Employer Requirements & Qualifying Internships:

- 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
 - Internships taken "for credit" will be registered with GVSU's Internship Management System requiring approval from Internship Coordinator and Site Supervisor.
 - 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
 - A Learning Agreement will be developed between the intern and their site supervisor at the start of their internship to focus on goals and objectives during their internship.
 - 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.

Internship Experience Expectations:

- 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
 - Sample portfolio of work performed.
 - Learning Agreement
 - When possible, a Cost Benefit Analysis is to be included in the portfolio. These will be turned in at various times throughout the internship.

If there are questions, please contact:

Internship Coordinator: Courtney Aloul

Office Phone: 616.331.6249 Cell Phone: 810.434.2409

Email: aloulc@gvsu.edu

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

Site Supervisor Name: _____

Signature: _____

Date: _____