

## Summary of Workshop on Internships, Co-ops, and Field Placements August 24, 2001

If you are interested in obtaining a copy of the packet distributed at the workshop, call or e-mail Sharon Stringer at (330) 742-1618 or [sastring@cc.ysu.edu](mailto:sastring@cc.ysu.edu)). We hope to plan this type of workshop as an annual event at the beginning of each fall semester before classes begin. Our first seminar was planned for full-time and part-time YSU faculty. We did not invite off-site supervisors at this early stage, but we plan to organize a future workshop for students and other interested people.

### Summary and a Sample of Presenters' General Recommendations

- Have each student read a copy of the current *Code of Student Rights and Responsibilities* (available at <http://www.ysu.edu/admfinad/thecode.htm>) as an assignment or pre-requisite for the course during the orientation session for the course (revisions of this booklet will be available by end of September/October 2001 through the Office of Student Life).
- Include an orientation session for students in each internship, field placement, or co-op so that they are fully informed of their rights, responsibilities, and any safety precautions that are necessary. Assist in obtaining knowledge and understanding about the scope of general duties and responsibilities for faculty supervisor, student, and off-site supervisor.
- The YSU police reviewed good safety precautions.
- Student Liability Insurance: If you need a certificate of student professional liability insurance, send Carol McGuinness in YSU's Office of Environmental and Occupational Health and Safety (Cushwa 2046) the catalogue number, course number, student name (unless you want it for the entire class), name of site supervisor, and address of the site supervisor—before the beginning of the semester when possible.
- Health Insurance: Student health insurance and services are offered at the YSU Student Health Clinic. Contact Susan Ferrier, nurse supervisor at the clinic, at (330) 742-3489 for information. As a rule, YSU students are not required to purchase student health insurance unless they live in the dorms. However, some of YSU's internship programs (or employers) require students to have student health or other health insurance before serving internships, co-ops, or field placements.
- Programs Campus-wide: Gwen Clark developed a draft version of a booklet that summarizes general information about each department's internship program, the prerequisites, and the contact person. Please contact her if you have information that you want included about your program. This information will be forwarded to Bege Bowers, who is helping us develop a Web site on internships/field placements/co-ops. The address of the Web site is <http://cc.ysu.edu/internships/>.
- Family Educational Rights and Privacy Act (FERPA): Educate the off-site supervisors about FERPA. YSU General Counsel Sandra Denman supplied information about FERPA at the workshop and for YSU's internship Web site at <http://cc.ysu.edu/internships/>.

- Americans with Disabilities Act (ADA): Please advertise, and encourage people to attend, the ADA seminar on Thursday, September 13, 2-5 p.m. for faculty and students in the Chestnut Room. A follow-up to what the lawyers covered on August 24, the workshop will be presented by a representative from the Ohio Department of Administrative Services and his team. See links to ADA resources on YSU's internship Web site at <http://cc.yzu.edu/internships/>.
- Presenters pointed out privacy concerns related to faculty writing letters of recommendation for students seeking employment. This is something we need to explore more.
- Site Selection/Inspection: Solicit and screen prospective sites by careful networking with umbrella professional organizations in your subject area. Visit the site on an ongoing basis and be familiar with its policies. Assess safety, cleanliness, and supervision in person and throughout the semester. If you cannot inspect the site yourself, solicit the help of colleagues you trust who might be able to visit the site for you.
- Maintain ongoing contact with the students and supervisors throughout the semester.
- Important Note: Contact YSU's Office of the General Counsel and/or Office of Equal Opportunity immediately if questions or concerns develop regarding liability, sexual harassment, the ADA, etc.

*Sharon Stringer*