



Internship Site Visit Report

*The first part of this form should be used to assess the physical internship site.
The second part can be used for any additional site visits conducted during the internship.*

Employer: _____

Employer's Address: _____

Initial Site Visit

Date of visit: _____

Visit conducted by: _____

1. Has the site designated an internship supervisor?
2. Were you able to meet/discuss the internship with the internship supervisor?
3. Briefly describe the workspace designated for the internship (e.g. office, kitchen, lab, general appearance, cleanliness, etc.):
4. Briefly describe/list mechanical and technical equipment to be used, if any, during the internship:
5. List any safety/health concerns observed:

Additional Site Visit

Date of visit: _____

Visit conducted by: _____

1. Reason for additional visit:
2. Concerns from student, if any:
3. Concerns from employer, if any:
4. Actions/next steps to be taken:

CFK Subject Matter Expert Signature

Student Signature (if additional visit was performed)

Date

Date