

Home-Based Business Risk Management Checklist

Prior to submitting a proposal for an internship description:

- The business must provide evidence of Workers Comp Insurance (e.g., certificate).
- The business must provide evidence of General Liability Insurance.
- The business must provide a copy of IRS status.

Before the business receives an intern, AACC faculty and/or staff must conduct a site visit to see that:

- The intern's physical workspace must be safe and have a direct emergency exit route, and otherwise be considered safe.
- The intern's duties, explicit or implied, may not include any significant interactions or responsibilities vis-à-vis the proprietor's spouse, partner, children, elders or any other family members, animal companions or visitors.
- The supervisor/mentor has a plan to support a credit-worthy learning experience under the structure of a clearly defined Learning Plan as approved by the faculty advisor.
- The supervisor/mentor is appropriately credentialed to mentor a student in the discipline for which academic credit is being pursued.