ORIENTATION CHECKLIST

Orientation of all students should be completed prior to their first service learning activity either individually or in a group. You may want to consider this a brief training session and conduct it as you would with new employees or volunteers. Training can include verbal and/or written information. Coverage of the following should be included:

- Details related to serving at the site
- Mission of the community partner
- List of programs and services
- Specific policies and procedures related to the service placement
- Review of any proof of eligibility that is needed, including the cost and other details (e.g., fingerprinting, background check)
- Expectations
- Job description detailing the scope of the service to be performed
- Contact information of the site supervisor
- Who the student should call if unable to make scheduled service or late
- Appropriate attire
- Learning outcomes including qualities or skills to be developed
- Confidentiality rules including if photos and/or video are allowed
- Risk management
- What students should do if harassment occurs
- Service schedule: beginning and end dates, days, times
- Place where students check in
- How students’ service hours are recorded
- Location of sites including directions and parking information, public transit information
- Evaluation

Once students have arrived it is important to reiterate crucial information including:

- Site specific information
- Tour including location of restrooms and break room
- Check-in information
- Location of logbook
- Review of safety rules
- Location of emergency exits
- Review of emergency procedures
- Introduction of students to other staff
- Emergency contact information
- Accident procedures at the site