

IN-CLASS ORIENTATION CHECKLIST

Orientation Provided Before First Day of Service

✓ Details related to serving at the site should coincide with details found in the *Service Learning Project Planning Checklist*:

- Mission of the Learning Site.
- Who are the clients of the Learning Site?
- What programs/service does the Learning Site offer?
- Specific policies and procedures related to the service learning placement.
- Review any proof of eligibility that is needed (fingerprinting, background check, etc.). Who will cover the cost?
Where should students go to have fingerprinting done?
- Discuss behavior expectations of students while at the Learning Site.
- Provide students a “job description” detailing the work they will do (outlines scope of work). Explain the types of activities that are “outside” the scope of work.
- Give the students their Learning Site Supervisor’s contact information.
- Give location and directions of learning site via personal car or public transportation. Where will students park if they drive? What is the cost associated with parking or taking public transit? Emphasize that student is responsible for getting to and from the site.
- Will the students need to meet with the Learning Site Supervisor prior to beginning their service learning hours?
- How closely will the student be supervised? By whom?
- Who do the students call if they cannot make their scheduled service learning hours, or will be late?

- Discuss appropriate attire when providing service. (Based on Learning Site's standards)
- What will the student learn? What qualities or skills will the students develop?
- Review confidentiality rules for the Learning Site. Are pictures or video allowed?
- Review the risks associated with this service learning placement. (Refer to *Service Learning Project Planning Checklist*)
- Explain what students should do if harassment occurs. Whom do they contact? (Refer to *Service Learning Project Planning Checklist*)
- Talk about the service learning schedule (total number of hours, days and times of the week, etc.). Also discuss beginning and end of service. Students **must not** volunteer at the learning site outside of scheduled hours until requirement is complete.
- Who can the students contact with questions or concerns about their service learning placement (Learning Site contact and campus contact)?
- Explain the Learning Site Orientation. Where? When? How long?
- Where do students check-in at the learning site on their first day?
- Discuss the time sheets used for recording and tell them when the due date is for completing their service learning hours. (Refer to *Student Time Sheet*)
- Discuss the evaluation process and tell them the dates by which they must be submitted.
 - Pre-Service Learning Evaluation
 - Post-Service Learning Evaluation
 - Learning Site Supervisor Evaluation of Student