

**Learning Site Orientation – Must Occur On or Before First Day of Service**

✓ Site Specific Information

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Tour of site - location of restroom and break room.                                     |
| <input type="checkbox"/> | Where, and with whom, do students check in each time they arrive at the site?           |
| <input type="checkbox"/> | Where is the logbook kept (to record service hours)?                                    |
| <input type="checkbox"/> | Review safety rules of the site, location of emergency exits, and emergency procedures. |
| <input type="checkbox"/> | Introduce students to other staff at the agency.  |
| <input type="checkbox"/> | Emergency Contact Information: ask students' permission to share with university.       |
| <input type="checkbox"/> | Review accident procedures at the site and what to do if a student or client is hurt.   |