

In-Class Orientation Provided Before the First Day of Service

ORIENTATION CHECKLIST

Provided by Faculty and/or Community-Based Organized

- Mission of the Community-Based Organization (CBO)
- Who does the Community-Based Organization serve?
- What programs/service does the CBO offer?
- Review specific policies and procedures related to the service placement.
- Provide specific training for the position if necessary.
- 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.
- What will the student learn? What qualities or skills will the student develop?
- Give the students their site supervisor’s contact information. How closely will the student be supervised?
- Talk about service schedule (total number of hours, days and times of the week, etc.). Also discuss beginning and end of service. Students should not volunteer outside of scheduled hours until requirement is complete.
- Give location of the site. Where will students park if they drive? What is the cost associated with parking or taking public transit? Emphasize that the student is responsible for getting to and from the site.
- Review any proof of eligibility that is needed (fingerprinting, background check).
- Who do the students call if they cannot make their scheduled service, or will be late?
- How are students’ service hours recorded (for the course and the CBO)?
- Who will be evaluating the students’ service?

Provided by the Academic Service-Learning Office

- Discuss CBO volunteer expectations.
- Discuss appropriate attire when providing service.
- Review confidentiality rules for the site. Are pictures or video allowed?
- Explain what students should do if harassment occurs? Who do they contact?
- Who can the students contact with questions or concerns about their placement (CBO contact, and campus contact)?
- Review the risks associated with the service placement.
- Is there a CBO training or orientation to attend? Where? When? How long?
- Where do students check in at the site on their first day?