Community Engagement
Student Orientation Checklist

Students must be given an orientation before they start their community engagement work. Please use this checklist to provide this orientation.

Orientation Provided Before First Day of Service

✓ Details related to serving at the site should coincide with details found in the Learning Plan.

Site Information:
- 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 placement.
- Review any proof of eligibility that is needed (fingerprinting, background check). Who will cover the cost? Where should students go to have fingerprinting done?

Volunteer Position Information:
- Provide students a job description detailing the work they will do (outlines scope of work) and your expectations. Explain the types of activities that are “outside” the scope of work. What will the student learn? What qualities or skills will the students develop?
- Talk about service schedule (total number of hours, days, and times of the week, etc.). Also, discuss beginning and end of service. How are students’ service hours recorded? (For their course and the Learning Site). Remind students at SF State, the hours they complete in an officially recognized community service learning class will be recorded in their Official Transcript.
- Give the students their site supervisor’s contact information. How closely will the student be supervised? Who will be supervising the student? Where do students check in at the site on their first day and whom they should call if they will be late or not cannot make their scheduled service?
- Discuss appropriate attire when providing service (based on Learning Site’s standards)
- Provide specific orientation or training for the position. Review confidentially rules for the site. Are pictures or video allowed?
- Review the risks associated with this placement.
- Explain what students should do if harassment occurs. Whom do they contact (referenced in the Learning Plan)?
- Give location of site and directions 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 the student is responsible for getting to and from the site.
- Who will be evaluating the students’ service?

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

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