

Orienting a Service-Learning Student to Your Organization

During the student's first visit to your agency, their site supervisor should cover the following items with the service-learning student (when applicable):

- *Provide essential resources and references
- *Mission, values, and philosophy
- *Position descriptions
- *Organizational and departmental procedures

Review the service-learning contract, course expectations and course syllabi.

Review the position descriptions and goals of the service-learning experience from the community partner point-of-view.

Review key policies:

- *Dress code
- *Confidentiality
- *Safety/accident procedures (health and first aid)
- *Background checks
- *Liability (if under 18)
- *Visitors
- *Other policies specific to the population being served

Give instructions to the member of immediate staff and other key personnel.

Give a brief tour of the surroundings and facilities (restrooms, computers, parking, etc.)

Identify potential meeting that the student might be interested in attending.

Identify co-workers who can train/assist with questions.