

Orientation & Community Partner Site Review - Group Service Learning Projects

To be completed by the Community Partner and the students during the first day of service learning

This form serves as a guide for Community Partners and students to assist with establishing clear objectives for service learning, getting acquainted with the worksite, the organization, duties and responsibilities, and safe practices.

CONTACT INFORMATION – To be completed by the Community Partner

Faculty Advisor:

Community Partner:

Program:

ORIENTATION CHECKLIST – Community Partner to review with students

At the conclusion of the orientation the student should:

- Be familiar with their duties and have a clear understanding of what is expected of them
- Be familiar with the organization's Mission, Vision, Values, Strategic Plan and any relevant business plans
- Be familiar with the organization's organizational structure
- Be familiar with the organization's internal web sites, if applicable
- Feel welcomed, valued, and a productive member of the team

SAFETY REVIEW – Community Partner to review with students and complete the *Date Reviewed* line

At the conclusion of the safety review the student should:

- Be familiar with, and comply to, the Community Partner's policies, rules, and regulations including OH&S
- Have the tools, equipment and training needed for your tasks based on provincial and/or federal guidelines
- Know the physical layout of the site; including emergency exits and locations of all first aid supplies and fire protection equipment
- Be familiar with any hazards that may be present (e.g., potential risks to social distancing measures)
- Have all the personal protective equipment required for the tasks assigned
- I have reviewed our organization's Safety Program & Policy with the student on or before the first day of service learning. **Date Reviewed:** _____

STUDENT INFORMATION AND SIGNATURES – To be completed by all students in the group (attach additional page if more rows are needed)

Student Legal Name	Student ID	Student Signature	Date

COMMUNITY PARTNER SIGNATURE (Copy to be filed with Academic Chair) – To be completed by the Community Partner

Community Partner:

Date:

Community Partner's must send a completed copy of this form to the Faculty Advisor prior to the start of the group's second shift.