



## ORIENTATION CHECKLIST



John Carroll University requests that all service-learning partners orient JCU students to your organization, sharing the history, mission, and scope of your organization's work. This information should be covered during the orientation on **the first day of JCU student's service** each semester.

Partners who have strong orientation sessions get the most from JCU students, and JCU students are more fully engaged in service activities when they understand your mission and vision.

### What to cover in an orientation session:

- What is the mission of the organization?
- What is the historical context of the organization?
- What services does the organization provide?
- Why was this organization founded? Is this reason different from the organization's purpose today? If so, how did this evolve?
- What are the challenges and needs that this organization addresses?
- What are the goals this organization is trying to accomplish during the upcoming semester or year?
- What exactly will JCU students do for their service-learning activity this semester?
- Is there a particular context, set of skills or body of knowledge that JCU students need to successfully serve the organization's clients? If so, please highlight this during the orientation and let students know why this is important.
- What forms or compliance documents do JCU students need to fill out and turn in during this orientation session? Answer any questions they might have about the forms.
- What is the procedure for JCU students when they arrive each week for service-learning? (i.e. do they sign in at the front desk? Who do they ask for? Where do they park? Who supervises them in the activity?)