

# Orientation Guidelines

Orientation is your opportunity to set the tone for the service-learning experience. Explaining the purpose of your organization and how students can make a difference will help the students feel more engaged, which will in turn motivate them to work hard for you. Describing some basic details to the students at the beginning will help the entire process go more smoothly for everyone involved.

## Information to provide the students at the initial site orientation:

### *The Organization:*

- How and why was your organization founded?
- What is your current mission? What need are you meeting in the community? Who do you serve?

### *The People:*

- Who will the students see at the organization (i.e.- employees, clients, customers, guests, volunteers, donors, etc.), and how should they interact with those people?
- Who is important to your organization that they won't see?

### *The Details:*

- How and at what times can students obtain their service hours? Please include any meetings, trainings, or special events that the student could attend.
- What are the rules/regulations/norms/expectations for the site? (timeliness, dress code, computer use, phone use)

### *Service-Learning:*

- What do you hope that the students learn through their service?
- What impact will the student's service have on the organization?

## Questions to ask the students:

- Why did you choose this organization/Service in Action project?
- What do you hope to learn from/or get out of today?

Please be realistic with your responses to the student's expectations of the service-learning experience. It would be better to let them know that their expectations are unrealistic at the beginning than to find out through the process.

## It would helpful to discuss or provide resources for the students with the following:

- Ways they could volunteer in the future
- Times that could volunteer in the future
- Who to contact if they would like to continue to volunteer

*Thank you so much for accepting students at your site, and helping them learn and grow through the service-learning experience. We hope that it will be a meaningful, fulfilling experience for everyone involved.*