## Orientation Form

[My Form]

**Graphic Design Program** | **Department of Design** | **College of Arts and Letters** | **California State University-Sacramento**

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**I attended the Sacramento State orientation for internships and agree to abide by all instructions given.**

**participant's name:**

**date:**

**signature:**

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**Employer orientation**

Each student must take part in an orientation at the host site, which may be completed either by attending a formal orientation or by receiving, reading, and understanding the following information about the site:

### Health and Safety Information

- Transportation and parking safety (particularly to and from work at unusual hours)
- Emergency preparedness (emergency exits, etc.)
- Proper use of chemicals (e.g., adhesives used for comping)
- Proper use of equipment on site

### Conduct

- Expected attire for site
- Site protocol for reporting illness
- Any code of conduct information

**Date held:**

**Orientation led by or information received from:**

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I have received an orientation at the host site and know the information specified above.

**Participant's name:**

**Date:**

**Signature:**

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**Student**

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**Faculty Supervisor**

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**Employer/Host**

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