

Campus Orientation

Date of orientation: _____

Orientation conducted by: _____

Topics Covered:

- Students receive training in the placement site's health and safety information and emergency preparedness instructions
- Sacramento State code of conduct expectations for students
- As the student is not an employee of the university or the school, health and worker's compensation insurance benefits are not likely available.

How to Mitigate Risk

- Students are encouraged to learn about their placement site by talking to the site staff or administrators.
- Students must follow the safety and emergency preparedness instructions at their placement site.
- Students and faculty are encouraged to walk with another adult to their vehicles if their field placement keeps them at the site past closing hours or after dark.

Details of Assignment

- If possible, identify person within the internship organization whose duties will include supervision and evaluation of student
- If required, students must go through fingerprinting and background checks. (Information about whether this is required can be attained through the internship site.)
- If available, specify factors that will guide evaluation of the student's experience, including number of hours and types of duties

Assurance of Completion of Campus Orientation

I attended this orientation and agree to abide by all instructions given.

Participant Name: _____ Date: _____

Signature: _____

Placement Site Orientation

Date Held: _____

Orientation Led By or Information Received From: _____

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

- health and safety information (such as how to report an illness)
 - emergency preparedness instructions
 - district or school's code of conduct or expectations
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Assurance of Completion of Site Orientation and Code of Conduct Information

I have received an orientation at the host site, and have read the code of conduct information for both Sacramento State and the host site.

Participant Name: _____ Date: _____

Signature: _____