

ORIENTATION FORM**[GPHD 195]**

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

Interns are required to participate in two orientations (one at Sacramento State and one at the host site) and then sign and return this report during their first week of work. Failure to submit this by deadline can result in the student receiving no credit for the internship.

This form must be printed and completed by hand and returned to the faculty Internship Supervisor's mailbox.

student

name: _____
 address: _____
 phone: _____ e-mail: _____

faculty supervisor

name: _____
 semester: _____

employer/host

employer/host: _____
 address: _____
 supervisor name: _____
 phone: _____ e-mail: _____

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

participant's name: _____
 date: _____ signature: _____

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: _____

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

participant's name: _____
 date: _____ signature: _____