



Pacific University Public Health Practicum Sample Orientation Checklist

Before the student arrives

- Inform student and Pacific University Practicum Coordinator of any agency requirements needing to be fulfilled prior to practicum beginning (e.g. background checks, immunizations, legal contracts, etc.)
- Notify agency staff about practicum student's arrival and what the student's role will be within the agency
- Prepare the student's workspace for their first day including computer, phone, mailbox, etc. (as applicable)

First day(s) of practicum

- Welcome and introduction to staff and other interns/practicum students
- Tour of facility (including restrooms, lunch room, supply room, etc.)
- Tour of workspace (computer login, email, voicemail, etc.)
- ID badge (if applicable)
- Storage for personal belongings
- Parking information
- Discussion of organization's structure, other branches or divisions and key people
- Contact information for field instructor and other key staff
- Discussion of practicum schedule and any planned breaks/holidays and who to contact in the event of an illness/emergency
- Signing in and out procedure
- Breaks and lunch
- Safety training: Fire extinguishers, fire escapes, exits, evacuation routes
- Review important workplace policies/norms (e.g. dress code, electronic use policy, confidentiality, etc.)
- Company culture (mission and values, etc.)
- Organization specific materials: Personnel handbook, organization chart, telephone directory, security procedures, etc.
- Provide schedule for any agency-specific trainings required
- Provide schedule of agency meetings the student can/should attend
- Set up schedule for supervision (minimum requirement: 30 minutes every 20 practicum hours)
- Sign the Placement Agreement (on MyInternshipJournal)
- Complete the Learning Contract with student. Student will submit the Learning Contract on MyInternshipJournal for review and approval by the Pacific University Practicum Coordinator. Once approved by Practicum Coordinator, you may sign approve on MyInternshipJournal.