

Intake/Orientation Planning Sheet

RECOMMENDED ELEMENT CHECKLIST

	Help students connect and build relationships with staff and other students.
	Provide program overview, including purpose, goals, philosophy.
	Acknowledge previous negative educational experiences.
	Set clear, realistic expectations.
	Identify and address potential barriers and supports.
	Acknowledge and address learning-related issues.
	Help students build self-efficacy.
	Set short- and long-term goals.
	Develop learning plan.

GOAL: Create the ideal intake/orientation process for your program, incorporating all of the recommended elements (see checklist).

STEP ONE:

STEP TWO:

STEP THREE:

STEP FOUR:

STEP FIVE:

STEP SIX:

STEP SEVEN:

STEP EIGHT:

STEP NINE:

STEP TEN:

How long will overall process take? (must be 7 hours or less) _____

List each element/activity and estimated time for each:

How often will intake/orientation sessions occur? _____

Who will lead administration of the sessions? _____