

AGENCY ORIENTATION CHECKLIST

Student Name:	MUID#
Agency & Field Instructor:	Date:

Objectives:

- 1. To relieve student anxiety about beginning field placement.**
- 2. To orient the student to the procedures, policies, and practices of the agency.**

Action Steps to Achieve Objectives:

<input type="checkbox"/> Develop written orientation schedule.	<input type="checkbox"/> Provide organizational charts.	<input type="checkbox"/> Tour the agency.
<input type="checkbox"/> Arrange for key supervisory staff or administrators to meet with student.	<input type="checkbox"/> Introduce student to clerical and administrative staff.	<input type="checkbox"/> Specify agency expectations on rules of behavior and appropriate dress to the student.
<input type="checkbox"/> Provide student with current job description, detailing the functions of the intern and responsibilities of the agency.	<input type="checkbox"/> Arrange for student to spend time in the field visiting key agencies and people the student will be working with.	<input type="checkbox"/> Provide student with information on history of agency, organizational structure, funding sources, policies, programs, etc.
<input type="checkbox"/> Circulate memo to staff introducing student interns.	<input type="checkbox"/> Develop bibliography of suggested readings.	<input type="checkbox"/> Focus on exact role of social work student at your agency.
<input type="checkbox"/> Help student with concerns regarding organization expectations.	<input type="checkbox"/> Develop list of abbreviations, symbols and technical terminology peculiar to the setting; library rules and regulations, and list of agency holidays.	<input type="checkbox"/> Arrange for the student to observe Field Instructors/Task Supervisor directly in your work with clients and other social workers.
<input type="checkbox"/> Discuss the supervision process and schedule weekly supervision times.	<input type="checkbox"/> Provide agency procedural and personnel manuals.	<input type="checkbox"/> Negotiate beginning contract with students and complete form together.