

FIELD EDUCATION OFFICE

**AGENCY ORIENTATION  
CHECK LIST**

**Objective:** To relieve student anxiety about beginning a field placement, to orient the student to the requirements, policies, working conditions, client needs, and internal organization of the agency, and to help students begin to focus on self to increase higher own self-awareness. The Office of Field Education has created a suggested checklist to be completed by field agency supervisor and student.

<input type="checkbox"/>	Develop written orientation schedule
<input type="checkbox"/>	Circulate memo to staff introducing student interns
<input type="checkbox"/>	Introduce student to clerical and receptionist staff
<input type="checkbox"/>	Arrange for key supervisory staff or administrators to meet with student
<input type="checkbox"/>	Tour the agency
<input type="checkbox"/>	Provide map of agency, city and county (if relevant)
<input type="checkbox"/>	Meet the staff
<input type="checkbox"/>	Establish a physical work space for each student
<input type="checkbox"/>	Provide instructions for completing agency statistical reports and sample forms, outlines for use in recording, dictating equipment, etc.
<input type="checkbox"/>	Specify to the student, agency expectations on rules of behavior and appropriate dress, and use of technology in the workplace
<input type="checkbox"/>	Provide student with current job description detailing the functions of the intern and the responsibilities of the agency
<input type="checkbox"/>	Make a check list of tasks to be completed during orientation
<input type="checkbox"/>	Focus on exact role of social work student at your agency
<input type="checkbox"/>	Provide student with information on history of agency, organizational structure, funding sources, policies, programs, etc.
<input type="checkbox"/>	Provide organizational charts
<input type="checkbox"/>	Arrange for student to observe each step of process (intake-termination), seeing what each staff person does and how each relates to the other

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<input type="checkbox"/>	Arrange for student to spend time in the field visiting key agencies and people the student will be working with (if relevant)
<input type="checkbox"/>	Develop bibliography of suggested readings
<input type="checkbox"/>	Develop list of abbreviations, symbols, and technical terminology peculiar to the setting; library rules and regulations; list of agency holidays
<input type="checkbox"/>	Arrange for the student to directly observe you in your work with clients and other social workers
<input type="checkbox"/>	Set specific learning goals, educational learning plan
<input type="checkbox"/>	Discuss the supervision process and schedule weekly supervision times
<input type="checkbox"/>	Discuss the human element of social work practice
<input type="checkbox"/>	Help student to begin to focus on self to increase his/her/their self-awareness
<input type="checkbox"/>	Help student to identity problems and fears about fulfilling his/her/their and your expectations
<input type="checkbox"/>	Review with student his/her field seminar syllabi and assignments
<input type="checkbox"/>	Schedule specific supervision session to evaluate training orientation
<input type="checkbox"/>	Negotiate beginning contract with students and complete form together
<input type="checkbox"/>	Provide supervisor or agency designee with malpractice insurance copy

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Adapted from "Designing an Effective Orientation Session," SYNERGIST "Job Descriptions, Matching Volunteer Skills with Agency Needs," SYNERGIST and "An Instructor's Study Guide for Student Perception of off-Campus Learning."