

ORIENTATION CHECKLIST FOR SOCIAL WORK FIELD STUDENTS

University of Wisconsin-River Falls Social Work Program

Agency Overview

- _____ Agency history, mission, and goals
- _____ Tour of agency – Introduction to staff
- _____ Organizational structure and review of the positions (specifically role of social workers)
- _____ Review of agency services provided
- _____ Clientele agency serves
- _____ Role of the agency in relation to the community and its resources
- _____ Security and/or safety procedures and protocol, badges
- _____ Policy & Procedure Manuals, Code of Conduct, Regulations
- _____ If needed, provide map of agency, city, county, or catchment area.

Agency Policies and Protocols

- _____ Office procedures, work space, supplies, and provisions
- _____ Telephone and communication/computer utilization
- _____ Jargon and terms used by agency
- _____ Dress code
- _____ Parking details
- _____ Work schedule, including lunch and breaks
- _____ Employee reimbursement policies and procedures
- _____ Times and dates of unit and/or agency meetings
- _____ Emergency contacts and protocol
- _____ Documentation and maintenance of records
- _____ Agency Forms
- _____ Confidentiality issues
- _____ Client fees/payment schedule (if applicable)
- _____ Consumer rights and grievance policy
- _____ Child, adult, or elder abuse reporting protocol
- _____ Agency policy regarding sexual harassment
- _____ Agency policy regarding *HIPPA*
- _____ Intake/admissions/eligibility policy and procedures

Field Instructor/Student Responsibilities

- _____ Expectations, availability, style, and schedule for supervision
- _____ Student expectations, roles, responsibilities
- _____ Establish a physical work pace for each student.
- _____ Use of computer and/or client management system
- _____ Student identification to clients
- _____ Plan for monitoring of student hours
- _____ Agency training or staff development opportunities
- _____ Student's personal safety issues and concerns and strategies to deal with them
- _____ Guidelines for assignments and deadlines
- _____ Overview of vision for the placement and working relationship
- _____ Arrange for student to observe clients in each step of the helping process (from intake to termination), seeing what each staff person does and how each relates

Student Signature _____ Date _____

Field Instructor Signature _____ Date _____