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 grievances 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 ______________