Helping The Student Get A Good Start
Checklist for Field Supervisor

Ideas you may want to use to help your student get a good start:

- Develop written orientation schedule.
- Circulate memo to staff introducing student students.
- Introduce student to clerical and receptionist staff.
- Arrange to key supervisory staff or administrators to meet with students.
- Tour the agency.
- If needed, provide map of agency, city, county, or catchment area.
- Meet the staff.
- Establish a physical work pace for each student.
- Provide instructions for completing agency statistical reports and sample forms, outlines for use in recording, dictating equipment.
- Specify to the student the agency expectations on rules of behavior and appropriate dress.
- Provide student with current job description detailing the functions of the student and the responsibilities of the agency.
- Make a checklist of tasks to be completed during orientation.
- Focus on exact role of social work student at your agency.
- Provide student with information on history of agency, organizational structure, funding sources, policies, programs, etc.
- Provide organizational charts.
- Provide agency procedural and personnel manuals.
- 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 to the other.
- Arrange for student to spend item in the field visiting key agencies and people the student will be working with.
- Develop bibliography of suggested reading.
- Develop list of abbreviations, symbols, and technical terminology peculiar to the setting; agency rules and regulations; list of agency holidays.
- Arrange for the student to directly observe you in your work with clients and other social workers.
- Set specific learning goals.
- Discuss the human element of social work practice.
- Help student to begin to focus on self to increase his/her self-awareness.
- Help student to identify problems and fears about fulfilling his/her and your expectations.
- Review with student his/her classroom curriculum and how that knowledge can be applied to social work in your agency.
- Schedule specific supervision session to evaluate training orientation.