

# ORIENTATION CHECKLIST FOR SOCIAL WORK PRACTICUM STUDENTS

## Agency Overview

- Review agency vision and mission/purpose statement
- Tour of agency
- Introductions to colleagues, support staff, and administration
- Review organizational structure
- Review security and/or safety procedures and protocol

## Agency Policies and Protocols

- Review office procedures, supplies, and provisions
- Review telephone and communication/computer utilization
- Review parking details, if applicable
- Review mileage policy, if applicable
- Review agency, department, and/or unit meeting schedule
- Review client record/charting, policies and procedures
- Review forms for documentation/accountability
- Review regulations regarding confidentiality, release of information, transporting of clients (if applicable), etc.
- Review appropriate abuse reporting protocol
- Review agency policy regarding harassment
- Review agency policy regarding discrimination

## Field Instructor/Student Responsibilities

- Review expectations for supervision and schedule
- Review plan of monitoring of student hours (by both field instructor and student)

Signatures:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Practicum Student

\_\_\_\_\_  
Field Instructor