

**UNDERGRADUATE SOCIAL WORK PROGRAM
ALABAMA A&M UNIVERSITY
FIELD INSTRUCTOR'S STUDENT ORIENTATION CHECKLIST**

ORIENTING THE OF STUDENT THE PLACEMENT

Student's Name: _____ Date of orientation: _____

Please check the following responses

1. Gave advance information about how to locate the agency, parking, lunch etc. ___ yes ___ no
2. Field Supervisor present on the first day to meet the student(s) or arranged for someone else to do so. ___ yes ___ no
3. Acquainted the student to the setting, including rest Rooms, use of phone, supplies, lunch, practices security measures, etc. ___ yes ___ no
4. Reviewed basic regulations such as hours, dress code, Sign in and sign out, use of keys etc. ___ yes ___ no
5. Introduced the student(s) to his or her own "space" interview area, etc. ___ yes ___ no
6. Showed student(s) location of audio visual equipment, manuals, and other reference data or equipment the student might use. ___ yes ___ no
7. Introduced the student(s) to professional and support Staff ___ yes ___ no
8. Showed and explained the filing system to the student ___ yes ___ no
9. Explained to the student(s) how they are to identify self (e.g., student work, intern) ___ yes ___ no
10. Reviewed confidentiality rules with the student ___ yes ___ no
11. Described the supervisory style to the student(s) and established conference times.
Day(s) of conferences: _____ Time(s) _____ ___ yes ___ no
12. Gave an overview of the initial agency learning phase ***(planned to stagger the student's orientation components so that there is not too much reading in very large time blocks)*** ___ yes ___ no
13. Requested to see the student's field manual ___ yes ___ no
14. Requested to see the student's classroom learning data ___ yes ___ no
15. Identified and reviewed evaluation criteria with the Student(s) (i.e. mid-term/final evaluations) ___ yes ___ no

16. Other:

___ yes ___ no

___ yes ___ no

___ yes ___ no

___ yes ___ no

___ yes ___ no