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.  ___ yes ___ no
   Day(s) of conferences: ___________________ Time(s) _____________
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