

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

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**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. \_\_\_ 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