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

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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