

**Social Work Student Orientation Checklist\***

The following items must be discussed in person by the Field Instructor/Agency and the Student to orient the Student to the Field Practicum Agency. The Student, Field Instructor, and Field Faculty shall sign and date this Checklist, indicating that each item has been covered. Please return a copy of this Checklist by the required due date.

**Agency Overview**

- Review agency mission /purpose statement/philosophy/ goals.
- Review organizational structure.
- Review the funding auspices and staffing patterns of the agency.
- Review the role of the agency in relation to the community and its resources.
- Review the identified program(s) or service area(s) where the student is assigned.

**Agency Policies and Protocols**

- Review agency policies and procedures manual.
- Review telephone and communication policies / computer utilization, including cell phones and email.
- Review internal communications.
- Review office procedures, supplies, and provisions.
- Review parking details and mileage policy.
- Review work schedule, including late arrivals, absenteeism, lunchtime, and breaks.
- Review agency, department, and/or program meeting schedule.
- Review intake, admissions, eligibility, registration, and informed consent policies and procedures.
- Review information and referral policies.
- Review client fees and payment schedule.
- Review forms for documentation / accountability / utilization review.
- Review client records and charting policies and procedures.
- Review all laws, ethical codes, and social work values regulating social work practice.
- Review confidentiality, privileged communication, and release of information, and legal exceptions to confidential information.
- Review reporting laws and protocol, including child abuse/neglect, elder/dependent adult abuse/neglect.
- Review high risk/dangerous client laws, including suicide, Tarasoff statute.
- Review client emergency protocol.
- Review agency policy regarding safety and security procedures and protocol, including disaster preparedness, e.g. personal safety; agency safety; community safety, etc.
- Review policy regarding risk management and safety plan(s).
- Review agency policy regarding harassment and discrimination.
- Review agency policy regarding Americans with Disabilities Act.
- Review agency policy regarding HIPAA regulations and legislation.
- Review agency policy regarding OSHA.

**Field Instructor / Student Responsibilities**

- Review role, responsibilities, and expectations of student interns in the agency operation.
- Review role and responsibilities of field instructors and task supervisors (if applicable).
- Review supervision orientation, preparation and expectations for supervision, and supervision schedule.
- Review emergency consultation with field instructor protocol.
- Review educationally based recordings, process recordings and schedule.
- Review agency orientation, training, and staff development opportunities (if applicable).
- Review plan for diversity/multi-cultural experiences.
- Review plan for monitoring of student hours (by both field instructor and student), may use internship logs.
- Review how student will represent professional self and identifying self as a social work intern with clients, staff, and professionals.
- Review scope of practice within the agency and as a social work student.
- Review professional boundaries in the students' relationships with clients, collateral clients, agency staff, etc.

**Student Agreement:**

*Student signature acknowledges that the agency and I have met the orientation requirements listed above, and I have read and understand all policies, procedures, intern roles, expectations and responsibilities, associated with this assigned field practicum agency and the SDSU School of Social Work Field Practicum.*

Field Course: \_\_\_\_\_ SW 650 \_\_\_\_\_ SW 750 \_\_\_\_\_ SW 755 \_\_\_\_\_ SW 489A/B

\_\_\_\_\_  
Student - Print Name                      Student Signature                      Date

\_\_\_\_\_  
Field Instructor – Print Name                      Field Instructor Signature                      Date

\_\_\_\_\_  
Field Faculty – Print Name                      Field Faculty Signature                      Date

\* This agreement indicates only that the student has been oriented to the assigned field practicum site. Agencies and students must comply with all School policies and the SDSU-Field Experience Facility Agreement in effect.

**Note: Student is responsible for completing form and handing this in to assigned Field Faculty by required due date. Field Faculty is required to: a) ensure that each student completes this form by due date; and b) all required signatures are in place.**