

Social Work Practicum Student Orientation Checklist

Name:	Start Date:
Site:	Field Instructor:

BEFORE THE STUDENT ARRIVES

- Notify everyone on your team that a practicum student is starting and clearly communicate to staff what the student roll will be and what it will not be.
- If possible, identify another staff member to fill in with the student in your absence.
- Make sure that the student's workspace is ready including computer, phone, mailbox, and that there is a place to lock their valuables (if applicable).
- Notify student where to park/any parking permits
- Notify student where to meet
- Discuss dress code
- Prepare list of potential developmental learning opportunities for student at practicum site.

FIRST DAY ON THE JOB

- Give a warm welcome and discuss the plan for the first day
- Tour the student's assigned workspace/office
- Tour the building and remember to point out where lunch can be stored and bathrooms
- Introduce the student to other staff members (this could be linked with a tour, see below)
 - Administrative support
 - Other social workers
 - Director of the social service aspect of the facility
 - Key personnel having contact with social workers
- Provide required keys and review related policies
- Review necessary agency trainings that the student will need to attend

Review General Office Information Including:

- Exchange contact information, and expected patterns of communication with Field Instructor (text, email, phone call).
- Establish schedule
- Accountability when absent, calling in sick and vacation requests
- Sign In/Out procedures
- Staff and other core meetings schedules
- Parking
- Remember to ask students to read the employee handbook (much will apply to them)
- Review Dress Code Policy
- Policies regarding the transportation of clients
- Hours – holiday, inclement weather

Review Organizational Structure of the Agency

- Philosophy & Mission
- Governance
- Policies
- Sources of funding and revenue

Confidentiality

- Interviewing location
- Consent for release of information
- Confidential and privileged information
- Legal requirements to report; other legal parameters
- Provide specific information for your student about confidentiality and potential disclosures of confidential information. If in a clinical setting, HIPAA regulations should be described.
- Provide specific examples of situations that could involve confidentiality issues and guidelines for managing these events

Safety

- Talk to your student about any safety precautions applicable to your agency or the surrounding area
- Many students beginning their placements have concerns about conducting home visits. This is a good opportunity for students to learn about specific safety policies and practices.
- If students are making home visits as part of their practicum, the Anne and Henry Zarrow School of Social Work requires the practicum site to provide home visit training and staff backup to the student.
- If your agency has a security officer, arrange for the student to meet with him or her to learn about agency protocol, warning signs, prevention, and other questions.
- Review use of personal vehicle