# Field Instructor/Agency Supervisor\* Check-List

# for Student Agency Orientation

***\*May also be used by the student***

The following are items for the student and field instructor/agency supervisor to work on during the first two weeks of the semester. Please check off the items as finished and/or reviewed. Information gathered may be used in the Agency Orientation Summary Report.

Student completes any pre-agency requirements – special training, background checks, etc.

Student, field instructor, and agency supervisor (if applicable) attend the UAA BSW

Field Education Orientation.

Field instructor suggests four (4) agencies for student to visit during orientation period.

Student receives tour of agency and is assigned a workspace.

Student is directed to the agency’s mission statement.

Student is directed to the agency’s policy and procedure manuals.

Student is given a phone list of agency staff.

Student is given an organizational chart of the agency.

Student is given an overview regarding other programs within the agency.

Student and the field instructor and/or agency supervisor make a plan for the in-agency orientation process and interviews of agency personnel.

Field instructor reviews the student’s completed orientation process.

Four agency visit forms

Agency Orientation Summary Report (4-5 pages)

Any additional items identified by the field instructor and/or agency supervisor

**Please feel free to add any comments or ask any questions here:**