# 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

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