# Guidelines for the Agency Orientation Summary Report

Every social worker who begins a new job goes through his/her own orientation process. Similarly, as a social work student, you will function more successfully in your placement if you take time initially to become familiar with the agency, its policies and procedures, its range of services, its staff, its board, its funding sources, the clients/consumers it serves, etc. An effective orientation process will also help you understand the agency so you can begin to see what learning opportunities will potentially be offered over the course of your two semesters, which will also help you when you complete your Learning Contract.

During the first week or so of the semester, you and your field instructor and/or agency supervisor should begin the process of in-agency orientation by outlining a plan for you to collect this information and interview at least one (1) person at the agency about what they do and where they fit within the organization. If necessary, ask your field instructor and/or agency supervisor about the protocol for setting up appointments with administration and/or other employees. Review materials on the agency’s website as well as materials such as organizational charts and policy & procedure manuals, and any other information you can find about the agency. Keep your field instructor and/or agency supervisor informed of your progress and ask for direction if needed.

Your summary report should be approximately four (4) double-spaced, typed pages (not including attachments) and should include brief descriptions about the following:

1. Organization’s history, mission statement, and organizational goals
2. Organizational chart or leadership structure within the organization
3. Statement of client/consumer rights and policy on confidentiality
4. Basic demographics about the client population served by the agency
5. Examples of some of the services that are provided by the agency
6. Eligibility criteria for services
7. Primary sources of agency funding
8. Any job descriptions for positions in the organization that might be held by a social worker
9. Identification of organizations with which the agency collaborates and how they collaborate

PLEASE be sure to properly cite all interviews, websites, manuals, and any other materials using APA format—consult the 6th edition of the APA manual and/or the OWL APA online resource.

The report itself must be typewritten, but may refer the reader to attachments where appropriate (“Appendix A”, etc.). Your report is worth up to 10 points total will be graded on the extent to which you address content for the report (up to 5 points), as well as writing and citing (up to 5 points). The report is to be turned in to the faculty liaison with a copy to the field instructor and, if applicable, to your agency supervisor. Your field instructor may ask you to do additional research to ensure that you are well prepared to carry out your field education if he/she feels information is missing or incorrect.