



Warner Pacific College

Social Work Field Agency Student Orientation Checklist

Description: Field instructor and intern are to complete orientation within the first 2 weeks of the first semester. Upon completion, both the field instructor and the student sign this form to indicate that components have been addressed and discussed as appropriate to field setting. Please write in comments as needed! Thank you very much.

<i>ORIENTATION TASKS</i>		Please mark with an "X" when completed. Thank you!
Introduction to Field Agency (mission, goals, programs,/services history, board of directors, management team, funding & fee-for-service structures, philosophy of care and/or practice models, best practice methods, relevant policies for interns/staff, etc.)		
Introductions to staff, stakeholders, volunteers, and clients.		
Description of community & organizational context & current client demographics and needs		
Orientation to agency safety procedures (for staff/volunteers/clients)		
Orientation to safety procedures during any agency emergency		
Review of agency policy regarding use of social media and Internet-based technologies		
Review of policy and procedures regarding client intake/admissions/eligibility/services		
Explanation of policies specific to transportation of clients/residents		
Orientation to client record-keeping/charting, and related policies and procedures		
Orientation to policies of confidentiality, release of information, client rights, client fees, reporting of suspected abuses, ethical guidelines for staff, etc.		
Orientation to agency policies regarding HIPAA, discrimination, sexual harassment, the Americans with Disabilities Act, and/or any others that apply to staff, volunteers, and clients		
Orientation to intern work space, office access and security procedures, access to office supplies, telephone and other relevant technologies (ex: computer systems)		
Discussion of agency training opportunities that are available to intern		
Review information about student parking at location(s), mileage policies, any reimbursement policies/procedures for intern-related activities		
Completion of any agency requirements (ex: application, criminal background check)		
Discussion of policies, procedures, forms in WPC Social Work Field Manual		
Establishment of regular, consistent internship hours (15 hours per week minimally), with understanding that 225 hours are required each semester, totaling 450 hours total.		
Establishment of schedule of weekly supervision meetings (minimally 1 hour weekly) with Task Supervisor or Field Instructor. Set up of the 1 hour of monthly supervision with social work supervisor if different from Field Instructor or Task Supervisor (Social work supervisors must have BSW or MSW degree with 2 years of post-degree work experience.)		
<i>Field Instructor Signature</i>	<i>Date Orientation Completed</i>	<i>Student Intern Signature</i>