

Orienting your Student to your Agency

1. Verify the start date and arrival time of the student. Students begin their field placement the first week of the semester/term. The start date may be different depending on the program level of the student and their geographic location.
2. Develop a plan for the student's first day.
 - a. Identify where they should park
 - b. Inform them where to go upon arrival at your agency
 - c. Show them the work space they will use and that the area is cleared
 - d. Arrange a tour of the agency and include bathrooms and what the lunch routine is
 - e. Let other staff know of the student's arrival and introduce student to others in the agency
 - f. Confirm the student's field placement schedule for the semester
 - g. Discuss orientation plan and schedule
 - h. Establish a schedule for regular supervisory time
3. Considerations for the first week or two at your agency
 - a. Arrange for name badges, and computer access for the student
 - b. Review telephone procedures with the student
 - c. Explain the use of agency office equipment including copiers and fax machines
 - d. Inform staff how to direct calls or visitors to the student
 - e. Discuss the student's role in the agency and how the student is to be identified
 - f. Explain what the agency service delivery system does and does not do
 - g. Discuss and formulate a plan to develop the Student Learning Contract
 - h. Provide opportunities for observing the work of the agency and time to process the observations
 - i. Orient students to other areas or units of the agency and encourage meeting with department supervisors to learn other aspects of the agency
 - j. Provide and review reference and reading material
 - i. Policy and procedure manual
 - ii. Brochures
 - iii. Information about the client population, intervention models and the community
 - iv. Glossary or key to commonly used terms
 - v. Examples of forms, reports, other recordings
 - vi. Information about community resources
 - vii. List of staff, phone numbers, position and role in the agency
 - viii. Information specific to the agency (goals and objectives, philosophy, history of the agency, list of abbreviations and technical terminology)
4. Important Considerations
 - a. Discuss confidentiality policies and procedures
 - b. Review paperwork and documentation requirements
 - c. Provide training related to safety issues
 - d. Discuss ethical issues that arise in the agency and the procedure for resolving ethical dilemmas
 - e. Arrange opportunities to visit community agencies
 - f. Provide students with opportunities to develop an understanding of multi-disciplinary teams and other collaborative efforts
 - g. Use supervision to guide, direct, and provide feedback to improve student's skill set.