

ORIENTING YOUR STUDENT TO PLACEMENT

A PRELIMINARY CHECKLIST

Each agency is different and will require a unique orientation plan. The items listed below are suggestions based on field instructor, student and faculty feedback.

BEFORE THE STUDENT ARRIVES

- Office or desk assignment is confirmed and area cleared
- Collect initial reading material for student
- History of agency
 - Brochures, annual reports, etc.
 - Policy and procedure manual
 - Information about the client population, the intervention models and the community
 - Glossary or key to frequently used terms
 - Examples of forms, reports, other recordings
 - Information about key community resources
 - Map of the community
 - List of staff, phone numbers, office locations, position and role in the agency
 - Other
- Memo to appropriate staff to remind them of the student's arrival
- Receptionist is informed about the student and knows how to direct calls/visitors
- Student's name on mailbox, in/out board, etc.
- Arrange for parking, name badges, etc.
- Develop an orientation plan and schedule

THE FIRST WEEK OF PLACEMENT

- Introduce the student to others in the work area including administrative and clerical personnel
- Make a plan for lunch (or inform student of the usual lunch routine)
- Arrange a tour of the agency (be sure to include the bathrooms)
- Provide the necessary keys, parking sticker, name badges, etc.
- Discuss work hours, appropriate attire, etc.
- Review telephone procedures
- Discuss the student's role in the agency and how the student is to be identified
- Explain what the agency service delivery system does and does not do
- Review the orientation plan including the student's responsibility for implementing the plan (e.g.: Is the student to arrange appointments with each department head to discuss the work of that department or will you arrange the meeting?)
- Provide opportunities to observe the work of agency (the student may observe you or others in the agency.) Provide time to process the observations.
- Review reference material which you have collected for the student to read during the early days of placement.
- Discuss the Student Learning Agreement and formulate a plan to develop the Learning Agreement

THE FIRST WEEKS OF PLACEMENT

- Discuss confidentiality policies and procedures
- Review paperwork and recordings requirements
- Provide training related to safety issues
- Discuss ethical issues that arise in the agency and mechanisms for resolving ethical dilemmas
- Establish a schedule for regular supervisory time
- Discuss learning style and teaching style issues
- Arrange opportunities to visit community agencies
- Arrange visits to similar programs in other communities
- Monitor orientation plan to ensure implementation
- Review first draft of the Student Learning Agreement
- Discuss agency policy on use of social media