

**UNDERGRADUATE SOCIAL WORK PROGRAM
ALABAMA A&M UNIVERSITY
FIELD INSTRUCTOR'S STUDENT ORIENTATION CHECKLIST**

ORIENTING THE OF STUDENT THE PLACEMENT

Student's Name

Date of orientation

Please check the following responses

1	Gave advance information about how to locate the agency, parking, lunch etc.	yes	no
2	Field Supervisor present on the first day to meet the student(s) or arranged for someone else to do so.	yes	no
3	Acquainted the student to the setting, including rest.	yes	no
4	Reviewed basic regulations such as hours, dress code, sign-in and sign-out, use of keys etc.	yes	no
5	Shown student(s) location of restrooms, use of phone, supplies, lunch, practices security measures, etc.	yes	no
6	Introduced the student(s) to his or her own "counselor" interviewer.	yes	no
7	Shown student(s) location of audio visual equipment,	yes	no

13. Requested to see the student's field manual yes no

yes

14. Requested to see the student's classroom learning data no

15. Identified and reviewed evaluation criteria with the

Student(s) (i.e. mid-term/final evaluations) yes no

16. Other:

yes no

yes no

yes no

yes no

yes no