

**Social Work Intern Orientation Checklist**

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| **Intern (name):** | **Start Date:** |
| **Field Instructor:** | **Field Liaison:** |

**BEFORE THE STUDENT STARTS THE INTERNSHIP**

* Notify the Intern well in advance if there are any pre-placement requirements (fingerprinting, background check, TB test, etc.)
* Prepare the Intern’s workspace (desk, phone, computer, office supplies, mailbox, email, agency directory, policy & procedure manuals, etc.)
* Notify agency staff about the Intern’s arrival, activities, and supervisor
* Begin to explore specific learning activities with which to discuss with the Intern, which are aligned with the CSWE competencies
* The Intern and Field Instructor will sign off below, indicating that the above tasks have been achieved:

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| --- | --- |
| Intern (signature): | Date: |
| Field Instructor (signature): | Date: |

**FIRST DAY AT THE INTERNSHIP**

* Welcome the Intern, let them know what to expect for the first day, and introduce the Intern to agency staff, administration, and other interns if applicable
* Establish schedule and structure to weekly, one-hour supervision
* Show the Intern to their work station and orient them to the workspace and building
* Provide the Intern an overview to the agency policy & procedure manual
* Provide the Intern with the agency/Intern training manual if applicable
* Provide any keys (if applicable)
* Provide information regarding emergency procedures and contacts as well as security/safety procedures and protocol
* Review any human resources policies for Interns, includes parking, mileage reimbursement (if applicable), lunch/breaks, signing in/out, and procedures for absents/illness/vacation/changes in schedule, dress code, and code of conduct
* Advise the Intern about set meetings the Intern is expected to attend
* Discuss how the role of the Intern supports the agency in reaching their goals
* The Intern and Field Instructor will sign off below, indicating that the above tasks have been achieved:

|  |  |
| --- | --- |
| Intern (signature): | Date: |
| Field Instructor (signature): | Date: |

**WITHIN THE FIRST MONTH OF INTERNSHIP**

* Review agency history, mission, goals, and objectives
* Review agency services, collaborations, partnering agencies, community and population served
* Review agency resources and organizational structure
* Review the role of social worker(s) within the agency
* Train the Intern on agency documentation, computer program(s), and any client information systems
* Review confidentiality, HIPAA, consumer rights/grievance policies, mandated reporting and procedures
* Review agency forms and professional language used (terms, acronyms, titles, etc.)
* Discuss agency philosophy toward clients, communities, and service provision
* Review CSWE competencies, practice behaviors, and 8 theoretical perspectives
* Submit Learning Agreement to Faculty Field Liaison by deadline (TBA)
* Discuss what the plan is for the Intern to be assigned clients and assignments
* The Intern and Field Instructor will sign off below, indicating that the above tasks have been achieved:

|  |  |
| --- | --- |
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**WITHIN THE FIRST THREE MONTHS OF INTERNSHIP**

* Submit Mid-term evaluation to the Faculty Field Liaison by the deadline (TBA)
* Provide structured, weekly supervision as well as supervision as needed; focusing on Learning Agreement activities, the socialization of the Intern into the social work profession; the CSWE competencies and NASW Code of Ethics, the 8 theoretical perspectives, the transcultural perspective, and other learning opportunities and discussions around personal and professional development
* Provide regular, ongoing, supportive, and constructive feedback
* Review the Intern’s course syllabi so as to integrate theory and coursework into field practice
* Review final semester evaluation with the Intern and submit to the Faculty Field Liaison by the deadline (TBA)
* The Intern and Field Instructor will sign off below, indicating that the above tasks have been achieved:

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| --- | --- |
| Intern (signature): | Date: |
| Field Instructor (signature): | Date: |