# WINONA STATE UNIVERSITY DEPARTMENT OF SOCIAL WORK

# **PRACTICUM AGENCY ORIENTATION**

FIELD INSTRUCTORS: Please cover the following areas with the student who is beginning a placement in your agency within the first two weeks of the Practicum placement. Check off each area as it is completed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STUDENT NAME |  |  | DATE |  |
| FIELD INSTRUCTOR |  |  | AGENCY |  |

**Date Completed**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **STRUCTURE OF AGENCY**

* Flow Chart of Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOUR OF THE WORKING ENVIRONMENT**

* Agency Offices
* Parking
* Restrooms
* Break Areas
* Office Supplies
* Clerical Assistance

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **POLICIES AND PROCEDURES**

* Paperwork expectations of students
* Required reading or contact with other staff to familiarize self with procedures (agency manuals, list of acronyms, interviews with the other workers, etc.
* Course of action student should take in case of sexual harassment (please refer to section on reporting sexual harassment in this manual)
* Student’s work hours
* Expectations re: promptness, dress code, etc.
* Regularly scheduled internal meetings
* Use of personal car
* Use of technology / cell phones / social media policies

\_\_\_\_\_ \_\_\_\_\_\_ **CLIENT ISSUES**

* Professional boundaries with clients
* Data Privacy
* Personal Safety

\_\_\_\_\_\_\_\_\_\_\_ **PROFESSIONAL NETWORK**

* + - Identify other agencies with which the student will interact. Assign the task of meeting with several outside contacts for consultation about their relationship with home agency.

\_\_\_\_\_\_\_\_\_\_\_ **LEGAL AND ETHICAL RESPONSIBILITIES**

* Laws/Rules relevant to placement (i.e., Rule 25, Rule 185, HIPAA, FERPA, IDEA)
* Ethics
* Abuse Reporting Guidelines
* Duty to Warn

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Agency Field Instructor |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Student |  | Date |