

University of Nevada, Reno
School of Social Work
ORIENTATION/TERMINATION CHECKLIST

Orientation Suggestions:

Prior to Intern's arrival:

- Orient other staff to intern's role.**
 - Intern's role is to LEARN, not do other jobs staff do not like or have time for.
 - Tasks assigned need to fit the objectives or the internship, intern's individual learning plan or otherwise connected to social work.
 - Clarify who can give student tasks to perform, answer questions or offer feedback. (Some agencies leave it all to one supervisor, some agencies have all staff or all SW staff participate in teaching the student).
 - Delegate someone to assume supervisory responsibilities in your absence, making it clear to the intern and other staff members.

- Begin compiling a "list of things to do when there is nothing to do" for the intern.**
 - There are inevitably slow days in every agency, identify things interns can do which will meet some of the learning objectives and needs of the agency and how these connect to social work.

- Begin identifying expectations and assignments of intern:**
 - Client load, what to bring to supervision, process notes, video/audio tapes of therapy process, etc.

Once the Intern arrives at the Agency:

- Orient intern to the physical layout of the facility.**
 - Give the intern a tour of the facility, being sure to include things like the bathroom, work area, lunch facilities, where they can see clients, etc.
 - Give instructions for phone usage, long distance calls, signing in & out, lunch breaks, dress code, etc.

- Orient to the mission of the agency and the organizational hierarchy.**
 - Show the organizational chart and how the interactions between departments/ individuals occur.
 - If governed/advised by a board, orient to the role this body has in the agency.
 - Briefly review the policy and procedure manual for the agency/department
 - Explain the mission and purpose of the agency and how it fits into the community/system of services.

- Orient to the agency funding sources.**
 - Where does the money come from to run the agency
 - What internal procedures are a result of funding sources' demands/expectations.

- **Orient to key people on staff.**
 - Identify their role in the agency.
 - Student can be given the assignment to briefly meet with various staff and review their role in the agency; and to review any policy or procedure this person has which the student needs to be aware.

- **Orient to the client population.**
 - Describe the client population and their special needs.
 - Identify any readings, videos, training materials student is to review during the course of the internship (or prior to beginning internship if this is a screening interview).

- **Orient to the referral sources.**
 - Identify the commonly used referral sources and any procedures for referring.
 - Consider allowing the student to meet with some of those frequently used agencies, and possibly tour their facility.

Usually, there is an *orientation phase, an application phase and a synthesis phase* in learning in the field setting. Give the intern some idea about this process in your agency. This helps clarify expectations and decreases anxiety.

Termination Suggestions:

- **Student is to terminate with clients prior to leaving the agency. Please review this with student in supervision.**
- **Student and agency staff alike benefit from terminating with staff as well. Discuss how this is to be handled in supervision. Remind other staff when the intern's placement is ending.**
- **Consider developing some type of termination ritual from your agency. Some ideas from other agencies include:**
 - A termination dinner or lunch. Some agencies foot the bill, many others go dutch.
 - Utilize a staff/personnel meeting to formally acknowledge student's contributions to the agency and say goodbyes.
 - Present intern with marketing paraphernalia as a going away present (coffee cups, t-shirts, water bottles, etc.)
 - Assign intern with the termination task of offering feedback about their orientation process, and possibly helping to create an Intern Orientation booklet/packet for the following semester.
 - Give a pin at the termination of the internship.
 - Have the student evaluate their own caseload in terms of what would they have done differently, what was learned, etc.