

Intern Orientation Checklist

Name: _____ Start date: _____

Position: _____ Field Instructor: _____

Before the Intern Arrives:

- If your agency does not have one already, a job description should be created for the intern.
- Notify the staff on your team that an intern is starting and make them aware of the intern's role within the organization. Also make them aware of what is not the intern's role.
- Make sure that the interns work space is ready including a computer, phone, mailbox, and place to lock their valuables (if applicable)

Intern's First Day

- Welcome the intern and discuss the plan for the first day
- Give the intern a tour of their assigned work space and the building including areas of interest such as the lunch room and restrooms
- Provide required keys and review related policies
- Introduce the intern to staff members and clients (if applicable)
- Introduce the intern to the HR person (if applicable)
- Review intern job description (if one is not developed, the Field Education Consultant will assist the agency in creating an intern job description)
- Review necessary agency training that the intern should attend
- Review general office information including:
 - Emergency protocols
 - Exchanging contact information
 - Working hours and breaks
 - Accountability when absent, calling in sick, and vacation requests
 - Sign in/out procedures
 - Staff meeting schedule
 - Parking and/or parking permits
 - Cell phone policy (if applicable)
 - Computer passwords and e-mail system
 - Office equipment (fax, shredder, etc.)
 - Mailboxes
 - Office resources (files, supplies, program manuals, etc.)
 - Phone (greeting)/voicemail/backline (if applicable)

Within the First Month

- Establish expectations for the first month of internship (training, shadowing, being observed)

- Review job description and assist intern in creating a work plan, which includes goals, objectives, and project end dates (training, shadowing, etc. can be incorporated into a work plan)
- Set up formal supervision schedule and discuss purpose and function of supervision
- Discuss client base and issues clients may present with
- Assign appropriate reading (books, articles) to increase knowledge of client base
- Discuss treatment philosophy and assign reading as appropriate
- Review Learning Contract and incorporate work plan into the contract
- Discuss what the plan is for the student to be assigned clients
- Have student review employee handbook and relevant policies and procedures
 - Web page
 - Daily operations
 - Program overview
 - Informed consent
 - Limits of confidentiality
 - Drug-free workplace
 - HIPAA
 - Reporting abuse
 - Incident reports and procedures
 - Safety and emergency protocols
 - Treatment planning
- Have student set up interviews with staff who can introduce them to other programs within the agency

Within the First Three Months of the Internship

Meet with intern for formal supervision weekly:

- Provide regular, supportive, and constructive feedback
- Keep a record of supervision sessions including a brief outline of what was addressed and discussed
- Provide ongoing education about client and social work services
- Review student syllabi to assist in integration of theory and practice
- Review and collaboratively complete the end of semester evaluation *with* the student
- Request feedback from student about their experiences within the agency and with supervision