

## **Field Education Basics- Student Orientation to the Practicum**

### **To Include in Orientation** (Ellison, M.L. & Winkler, C., 2015)

- Review of agency purpose/mission/vision/values
- Review of policies/procedures
- Introduce to staff and site
- Discuss expectations
- Discuss who can fill in when Field Instructor is absent
- Review agency programs/services
- Review documentation procedures
- Discuss learning opportunities and student's interest
- Discuss "how to's" (obtain supplies, make calls, etc)
- Shadowing workers
- Safety/Risk Management policies/procedures (within the first two weeks)
- Should include:
  - Security of belongings
  - Safety issues with clients specific to client population and service setting
  - Safety within the agency building and in the office
  - Safety during home visits or other travel outside of the office
  - Health precautions and protocols

**To include in a Student Manual:**

- Organizational chart
- Mission/Vision/Values of the agency
- Agency procedures
- Map of the agency
- Paperwork / timesheet procedures
- Confidentiality guidelines
- Ethics code for the agency
- Community agencies/resources
- Agency contact information and staff phone numbers
- Sample release of information forms
- Sample of other forms
- Other helpful resources for working with the agency client population
- Local restaurants etc. for out of town students

**Source:** Ellison, M.L. & Winkler, C. (2015). Proceedings from Training and orientation field instructors: *Field Director's Pre-Conference Workshop, Baccalaureate Program Director Conference*. Kansas City, MO.