

Orientation Checklist

for field instructors

Before the Internship Begins

- Respond to the intern when they first contact you. Get contact information, including emergency contact information from the intern.
- Prepare the physical arrangements. (Desk, computer, phone, access to office supplies)
- Communicate to other staff members the role and learning objectives of the intern.
- Prepare an orientation packet for the intern.

When the Intern Comes to Work

- Give the intern a tour of the agency.
- Introduce them to key personnel.
- Decide on a weekly supervision day and time.
- Discuss an appropriate work schedule and hours.
- Explain the agency policies and procedures.
- Describe the dress code, parking and key arrangements
- Explain how the student will be paid.
- Explain how appropriate expenses are reimbursed.
- Get up to date emergency contact information from the intern.
- Teach safety precautions.
- Explain specific confidentiality guidelines.
- Tell the intern how to identify themselves to clients.
- Teach the intern about appropriate referrals for clients.
- Educate the intern about the agency's client population.
- Describe the types of services provided by the agency.
- Review tele-mental health opportunities, guidelines, policies, and procedures
- Explain the initial responsibilities and work assignments you have planned for the intern.
- Give them an orientation packet (this can include #s 9-20 above) as well as access to agency policies and procedures, organizational charts, and a list of terms and abbreviations used in the agency.

