  
**MSU Denver Social Work Internship Orientation Checklist**

Whether you are brand new to your agency and the role of intern or a seasoned member of the team now in the role of Employment Based Intern, you may find the following orientation checklist helpful. We recommend that you address any/all the following with your agency and supervisory team within the first month of your field placement. Orientation to your site and internship includes but is not limited to:

**1. AGENCY OVERVIEW**

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|  | Review agency history, mission, vision, and goals. |
|  | Review organizational structure (who does what, who reports to whom, how do roles serve agency goals, etc). |
|  | Review agency services, population served, referral partners, role in the context of the community, etc. |
|  | Review funding sources (local or federal government grants, individual donors, foundations, etc.) |
|  | Review the role of social workers within the agency. |
|  | Review computer software, information systems, documentation requirements, etc. |
|  | Review agency policies and procedures manual: safety and security, HIPAA, ADA, Confidentiality, others? |

**2. STUDENT**

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|  | Review specific role, responsibilities, and expectations for your internship. |
|  | What other important policies should interns be aware of that are specific to your agency and role? |
|  | Discuss agency norms and rules: dress code, communication expectations, hybrid work, sick time/absences, etc. |
|  | Is there anyone else in the agency it would be helpful for you to connect with? Shadow? |
|  | Ask to be introduced to other staff, have another point of contact in case you need it. |
|  | Do you know how to answer the phone, how frequently to check your email, if/how you document hours, etc. |
|  | Ask clarifying questions! Write things down as they come up and share them in supervision. |

**3. STUDENT AND SUPERVISOR**

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|  | Schedule weekly supervision times, add staff meetings or other standing appointments to your calendar. |
|  | Begin a conversation on supervision structure and determining content and agenda. |
|  | Discuss your learning style and learn about your supervisor(s) teaching style. |
|  | Make agreements on how to give/receive critical feedback. |
|  | Walk your FI/TS through the course content, share your assignments, discuss curriculum. |
|  | Begin exploring the 9 Social Work Competencies and how they align to your work in the agency. |
|  | Review the Field Support Process with your supervisory team. |
|  | Introduce your supervisors to your FFL via email! |
|  | Schedule your first (virtual) site visit. |
|  | What else? Reflect on what you need to feel welcome, safe, and ready! |