

Student Activities for First Two Weeks at Field Placement

- After talking with your Field Instructor, introduce yourself to organization staff, from maintenance workers to the executive director – including staff who are actively involved in field education;
- Share your name, and placement schedule with the key staff members;
- Tour the physical layout of the agency/organization/community
- Learn about the important little details like lunch breaks, bathroom location, how to obtain supplies and their location, mailboxes, and the need for identification or name tags;
- Learn how paperwork and documentation are handled, including time frames;
- Ask your Field Instructor about a space for you in the office possibly with a computer and place to keep confidential information;
- Receive a brief description of organization staffing patterns, services offered, populations served, the roles of the social worker, and funding sources;
- Review organization norms, rules and regulations regarding: dress code, hours, sick time, other time off, who and when to call if you will be late or out unexpectedly;
- Review safety procedures and emergency protocols and discuss with Field Instructor;
- Learn how to answer the telephone and use the voicemail system;
- Learn about e-mail expectations including: how frequently to check e-mail, expected timeliness of response; personal use of email and cell phones;
- Schedule your weekly supervision times, staff meetings, and any other standing commitments;
- Review agency mission, organizational chart, policies, procedures, and program budget;
- Find the answers to the following: Why does this organization exist? Who does it serve? What is the role of a social worker?
- Ask your field instructor about the other staff or people in the organization who they believe would be good for you to get to know or interview;
- Talk with your field instructor about the other staff or people in the organization and begin to picture your role – where you are in the picture – and how you might need to learn about;

- Create a map that illustrates how people flow through the organization and begin to picture your role – where you are in the picture – and who you might need to learn more about;

Adopted from:



PORTLAND STATE UNIVERSITY

FIELD EDUCATION PROGRAM, SCHOOL OF SOCIAL WORK