

**Western Michigan University
School of Social Work
Student Orientation Checklist**

INTRODUCTIONS:

- Mission Statement, Philosophy, History
- Map of Building
- Tour of physical settings: break rooms, bathrooms, conference rooms, storage/supply rooms
- Introduce staff

OFFICE PROCEDURES:

- Telephone/Dictaphone Operation
- Mailboxes, supplies, copies, and postage
- Mileage Logs
- Staff Meetings
- Use of Library
- Computer Operation
- Time Sheets
- General Security

STUDENT/EMPLOYEE ITEMS:

- ID Cards/Parking Stickers
- Keys
- Computer Access Codes
- Weekly Schedule
- Required Agency Physical/TB Test
- Compensation Time
- Student and Field Instructor Evaluations

POLICIES AND PROCEDURES:

- Confidentiality
- Use of Agency Cars, driving record, use of seat belts
- Personal Safety/Complete Safety Checklist
- Agency policies and procedures

GENERAL EXPECTATIONS:

- Open Communication
- Appearance
- Call Field Instructor when unable to come to work (very snowy days)
- Smoking Rules
- Protect against theft of personal property
- Lunch and break times