HANDOUT 2C: INTRODUCTION/ORIENTATION TO PRACTICUM SITE

**REQUIRED ACTIVITIES CHECKLIST**

**Student Name:**       **Agency:**

**Required for BASW/ Foundation Students; recommended for Advanced Students**

For BASW and MSW Foundation Day Students: As part of SocWf 405 and SW 523 in Autumn Quarter.

For MSW Extended Degree Program Students: As part of SW 523 in Winter/Spring Quarters.

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| --- | --- | --- |
| Required Activities | Date Completed | Planned  Date of  Completion |
| 1a. Read NASW Code of Ethics and other codes of ethics relevant to the practicum site.  b. Discussed practicum site ethical issues/structures with Practicum Instructor |  |  |
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| 2a. Read the organization's mission statement, program objectives, bylaws and contracts, and applicable laws that describe the organization’s history and role in the service delivery system and larger community.  b. Discussed with Practiucm Instructor how these are put into action and have changed over time. |  |  |
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| 3a. Reviewed the organizational chart of the agency and/or program and read job descriptions of social workers and other professionals in the agency/program.  b. Discussed with Practicum Instructor or agency authority the decisionmaking procedures and role divisions and interviewed selected staff regarding challenges and successes. |  |  |
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| 4a. Read agency policies and procedures documents which define client eligibility for services, and outline agency policies & procedures for informed consent, confidentiality, and professional conduct.  b. Interviewed staff regarding operations of these policies with respect to specific clients and service needs. |  |  |
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| 5a. Read examples of client assessments and case studies.  b. Discussed agency interventions, case documentation structure and expectations with Practicum Instructor. |  |  |
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| 6a. Read program evaluations and annual reports.  b. Discussed effects on social work and clients regarding budget and planning and began to explore student opportunities for involvement in research evaluation activities for research classes. |  |  |
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| 7a. Attended staff and other agency/program meetings as possible.    b. Discussed staff/agency priorities, dynamics, decisionmaking, leadership  c. Types of meetings attended: |  |  |
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| 8a. Reviewed safety, emergency, confidentiality procedures, including HIPAA and exposure to blood borne pathogens.  b. Discussed with Practicum Instructor. |  |  |
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| 9a. Developed with Practicum Instructor SocW 415 or SW 524 Foundation Practicum Educational Contract including Practicum Work Plan.  b. Signed the Acknowledgement of Risk form (final page of contract) |  |  |
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| 10.Interviewed Practicum Instructor, according to the specifications and wrote a summary of the Practicum Instructor interview. |  |  |
| 11. Completed all Immunizations required for the University of Washington, Health Sciences Immunization Program (required for credit). |  |  |

For MSW Day students, number of hours spent at the practicum site Autumn quarter      (A minimum of 24 hours is required.) For MSW Extended Degree Program students, number of hours spent at the practicum site Spring Quarter:       (A minimum of 24 hours is required).

Practicum Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Liaison Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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