PART I: AGENCY LEARNING ENVIRONMENT

A. Orientation and Training Procedures

1. Did you receive an agency orientation? Yes____ No _____

2. Check those topics that were covered in the orientation and training period:

   _____ Introduction to staff
   _____ Individual staff responsibilities
   _____ Tour of agency/physical layout
   _____ Physical work space
   _____ Agency structure
   _____ Agency policies and procedures
   _____ Agency goals, objectives and philosophy
   _____ Agency programs and services
   _____ Agency client demographics
   _____ Characteristics of community served
   _____ Community resources
   _____ Roles and responsibilities as an intern
   _____ Observation of staff
   _____ Discussion of supervision process
   _____ In service training sessions
3. Evaluate the extent to which the orientation process was helpful, including recommendations for changes.

B. Physical Setting
1. Were you provided with the following:
   ______ A place to store materials
   ______ A permanent desk at which to work
   ______ An office of my own
   ______ An office with other people
   ______ Access to a phone
   ______ Access to get supplies as I needed them
   ______ A place to conduct confidential business

2. Comment on the following: To what extent did you feel physically and psychologically part of the agency staff, including availability of other staff for providing assistance to you.

C. Learning Opportunities and Responsibilities
1. Were cases, groups, or projects relevant to your learning needs available for assignment?
   Yes ____  No ____

2. Did the assignments call for a level of skill appropriate to your development?
   Yes ____  No ____

3. Discuss what proportion of your time was spent in direct work with individuals, families, groups or community groups.
4. Describe your own growth in this placement (personal, and professional).

5. To what extent were you able to integrate and apply the academic knowledge you learned in the classroom with actual social work situations?

PART II: FIELDWORK INSTRUCTION

How often were planned supervisory conferences held?

_____ Every week
_____ Every two weeks
_____ Every month
_____ Other (specify)

Specify length of conferences:

2. Evaluate the extent to which the supervisory conferences were helpful, including recommendations for change.
3. Please rate your field supervisor using the following scale:

1 = Exceptional  
2 = Very good  
3 = Satisfactory  
4 = Unsatisfactory  
5 = Not Applicable  

a. Facilitated the process of integration into the agency system. ______

b. Encouraged and supported responsible decision-making concerning attendance at staff meetings, seminars and conferences. ______

c. Encouraged critical assessment, appraisal and evaluation of work with clients and understanding and use of agency policy and procedures. ______

d. Facilitated learning of specific practice skills. ______

e. Encouraged identification with professional values and encouraged professional behavior consistent those values. ______

f. Was clear and consistent about the expectations of this placement. ______

g. Encouraged and engaged in mutual assessment of learning needs, expectations and progress on an on-going basis. ______

h. Was aware of academic content and helped the integration of class and field experience. ______

i. Provided clear, understandable feedback on an on-going basis. ______

j. Was accessible to answer my questions and concerns. ______

COMMENTS: Please make any comments or examples which would further clarify or expand on your ratings (e.g., teaching methods, areas of strengths and weaknesses suggestions for change, etc.).

Would you recommend that students be placed in this agency in the future? Why or why not?

Signature:

Student:__________________________________________ Date:___________________