

CALIFORNIA STATE UNIVERSITY MONTEREY BAY
COLLABORATIVE HEALTH AND HUMAN SERVICES
FIELD PRACTICE PROGRAM

CHECKLIST FOR AGENCY FIELD MENTORS: STUDENT ORIENTATION TO THE AGENCY

Pre-placement Preparation

- Agency is an approved site for CHHS students (University-Agency Agreement must be on file)
- Agency Field Mentors are identified for supervision of students
- Agency Field Mentors attend CHHS Field Program orientation
- Field Mentors define and clarify projects and experiences available for students
- Program staff are notified/ prepared for students entry into field placement
- Procedures for fingerprinting/background checks/TB tests in place (if applicable)
- Review of website for Department of Health and Human Services and Public Policy (Field Program)

Agency Information

- Tour of site and student's workplace
- Introduction to staff and community
- Safety policies and procedures
- Agency policy on confidentiality/ethics
- Transportation/mileage policies
- Agency mission/purpose and populations/communities served
- Programs offered and services provided
- Agency staffing and funding
- Related laws and policies/ legal mandates

Agency Field Mentor and Student Relationship

- Establish student's schedule for the placement and schedule for required weekly supervision
- Clarify student's role in the agency
- Discuss initial projects/ assignments for student related to Major Learning Outcomes
- Review Field Learning Agreement together and discuss student's entering level of competence in selected Major Learning Outcomes (Learning Agreement to be submitted no later than the 4th week of placement)
- Discuss style and role in supervision, what are expectations of both student and Field Mentor?
- Encourage student to keep a journal to record experiences, questions, challenges to discuss in weekly supervision meeting
- Clarify written work required of student and plan for providing feedback
- Provide ongoing feedback to the student that includes: progress/ performance in the field placement, professional development, career opportunities, networking, etc.
- Complete required Student Assessment (evaluation) in the field at the end of each semester.
- Consult with CHHS Field Program Coordinator for questions/assistance

