

SOCIAL WORK 1364/1365
ORIENTATION CLASS
January 22, 2009
FORMS CHECKLIST
Receipt

Please check each form you receive

- 1. *Orientation Forms Checklist **Receipt***
- 2. *Orientation Forms Checklist*
- 3. *Syllabus*
- 4. *Clinical Learning Objectives*
- 5. *Professional Liability Insurance Enrollment Form*
- 6. *Code of Ethics Statement*
- 7. *Placement Contract*
- 8. *Student Application (DCCCD Internship/Practicum Cooperative Education)*
- 9. *Training Station Agreement (DCCCD Internship/Practicum Cooperative Education)*
- 10. *Counselor Intern Self Evaluation – (completed by **Student**--two (2) required)*
- 11. *Site Visit*
- 12. *Service Learning Packet (Enrollment Application and Time Sheet)*
- 13. *Weekly Supervision (completed by **Supervisor**)*
- 14. *Weekly Journal (completed by **Student**)*
- 15. *Time Sheet*
- 16. *Seminar Reports (**10 hours required**)*
- 17. *(**Part A**) Evaluation Form-Learning Objectives (DCCCD Internship/Practicum Cooperative Education)*
- 18. *(**Part B**) Evaluation Form-Basic Workplace Skills/Attributes (DCCCD Internship/Practicum Cooperative Education)*
- 19. *Recommended Practicum Sites*

*** Please Note: Forms specified by instructor must be returned on or before dates stated. Also, it is imperative that forms are signed and dated by all parties--failure to do so will result in a grade reduction.**

Name _____ Date _____

Please sign and return this copy