SELF-ORIENTATION LEARNING ACTIVITIES IN YOUR PLACEMENT

- Observe daily operations.
- Take a tour of facilities.
- Read organization's annual reports, studies, professional literature, and journals.
- Familiarize yourself with the goals and objectives of the organization.
- Observe and discuss with other staff persons, their roles and responsibilities.
- Discuss personal attitudes, values, and services, which are expected at the agency.
- Familiarize yourself with in-house forms, library, and other resource information.
- When appropriate, ask for permission to sit in on sessions where other services are provided for a particular group or client.
- After you have completed your initial assignments, discuss with your supervisor the possibility of adding more or varied responsibilities or projects.
- Ask for feedback, evaluation, or letter of recommendation before you leave.
- When you prepare to leave, notify your supervisor several days in advance of your last day. You may want to formally thank the staff for the learning opportunity.