

## INITIAL VISIT CHECKLIST – BA and MSW Generalist

Student

Agency

Practicum Instructor

Site Site Supervisor

UI Liaison

Semester & Year

A. \_\_\_\_ **Review / Discuss:**

- Requirements: weekly supervision, requisite hours, learning contract, practice opportunities
- Liason role: oversight: roles, responsibilities, coordination process – private or additional visits
- Evaluation / grading
- Student conduct: review professional behavior standards & agency expectations
- Advancement policy for students

B. \_\_\_\_ **Employment-based placements only** (enter **NA** for all other placements)

- Job title: \_\_\_\_\_ Current supervisor: \_\_\_\_\_
- Any concerns: \_\_\_\_\_

C. **Review student's proposed learning contract**

- All competencies and competency indicators included: Yes No
- Learning activities measurable and sufficiently numerous: Yes No
- Revisions needed: Yes No Due date: \_\_\_\_\_

D. **Next agency visit:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

E. **Other issues:**

**Signatures:**

Student

Date

Practicum Instructor

Site Supervisor (if needed)

UI Liaison