

Student Name:

Date Completed:

# Introduction to the Policy Manual

1. Your supervisor (or co-worker chosen to assist you) will show you how to access the agency Policy Manual and provide you with an overview.
2. After you have been given a basic overview, take the time to look around and gain a general overview of the contents and organization.
3. Look up and read the introduction section on FC. Jot down a few key points:
4. Look up and read the introduction section on CAN. Jot down a few key points:
5. Look up and read the introduction section on CPS. Jot down a few key points:
6. Discuss any questions or concerns with your supervisor (or co-worker chosen to assist you).

**I discussed the following with my supervisor regarding the Policy Manual:**