

RESPONSIBILITIES OF STUDENTS

While in their field placements, students are expected to serve as responsible and ethical members of the field agency. Students also will demonstrate appropriate professional conduct both in the field and the classroom. Students should refer to the Department of Social Work's M.S.W. Program Bulletin and B.S.W. Program Bulletin specifically the section on Program requirements, for a further discussion of professional conduct, as well as the N.A.S.W. CODE OF ETHICS. Specific student responsibilities include:

- Following field application schedule and procedures. Students interviewing for concentration year MSW field placements and BSW field placements should write a letter of intent to their field instructor once a placement decision is made. A copy is submitted to the Field Education Coordinator. Students should also write thank you notes to other field instructors or agency personnel who took time to meet with them along the way to their final decision.
- Setting up regular consistent weekly hours at the field site and regular supervision hours with their field instructor. A schedule should be shared with the faculty field liaison, as well as a phone number at the field placement where the student will receive messages/calls.
- Being punctual and reliable in all field matters.
- Following the course syllabus and creating a working Learning Agreement from which more specific work expectations are described.
- Being aware that as a condition of being placed in an agency for a field placement, they may be required to complete a Criminal Record Check (C.R.C.) with both state and federal law enforcement. Students will need to complete this check if requested by an agency in order to be placed. If students have any questions about this requirement, they should contact the Field Education Coordinator or their faculty advisor.
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