



UNIVERSITY OF CENTRAL FLORIDA  
School of Social Work

## Field Education Manual and NASW Code of Ethics Agreement

Student's Name: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Field Agency Name: \_\_\_\_\_

All students of the School of Social Work are subject to the provisions in the *Field Education Manual* and the *Code of Ethics of the National Association of Social Workers* and are responsible to follow the policies and standards of behavior included in them. Electronic versions are available online at [http://www.cohpa.ucf.edu/social/field\\_education/](http://www.cohpa.ucf.edu/social/field_education/) and <http://www.naswdc.org/pubs/code/code.asp>, and printed versions are available upon request from the Field Education Office.

Students will review, discuss, and sign this form in their first Field Seminar class meeting of their internship year. Students should retain a copy of this form for their records, and the original form will be placed in students' field files. Students are advised to take the form to their placement sites to review and discuss the *Field Education Manual* and *Code of Ethics* with their agency supervisor(s).

Although students must abide by all provisions of the *Field Education Manual* and the *Code of Ethics*, the following policies and standards of behavior are specifically reviewed and discussed in the first session of Field Seminar courses each year:

- I. **Roles and Responsibilities in Field Education:** The roles and responsibilities of the Field Office faculty, Faculty Field Liaison, Field Seminar Instructor, agency Field Instructor and Task Supervisor, and student are covered in detail in the *Field Education Manual*. Students are responsible for ensuring the timely completion and submission of original copies of field assignments and forms. Faxed forms are not accepted as original signatures are required. Students should retain a copy of all field paperwork submitted.
- II. **Supervision:** The Council on Social Work Education requires that students of all accredited schools of social work receive at least one-hour per week of supervision by an individual with a degree in social work. BSW students must receive one hour of supervision per week from someone with a BSW or MSW degree; MSW students must receive one hour of supervision per week from someone with a MSW degree. Students should be receptive to supervision and use it to improve practice skills and knowledge, increase self-awareness, and develop professionally.
- III. **Insurance Coverage:** Students registered for the field education courses are covered by UCF College of Health and Public Affairs Liability insurance policy designed to ensure protection for malpractice issues. Additional liability coverage for students is available through the NASW Insurance Trust at <http://www.naswinsurancetrust.org/>. Students also should have their own personal health and accident insurance coverage. If you will be using your car for agency-related business, you must have a valid driver's license and carry insurance on your vehicle. If you are involved in an accident while in your field placement, your insurance will be the first place a claim is made.
- IV. **Student Schedule, Attendance, and Holidays:** The regular schedule established for a student's field placement should allow the student opportunities to be actively involved in the agency's services, to participate in agency functions, and to attend campus seminars. Any needed variations in the regular,

established schedule must be planned in advance and agreed upon by the student and the Field Instructor. Students observe agency holidays, not University holidays, that occur during the placement semester. Students can accumulate up to 20 hours of agency time over semester break that can be applied toward the next term's hour requirements. All students must continue to report to their agencies for the full duration of the semester even if they complete their hour requirement earlier in the semester.

- V. **Student Expenses:** Expenses for transportation and other costs incurred while completing required field assignments should be paid by the agency. Students must follow agency procedures for reporting expenses connected with field assignments and receiving reimbursement. Students pay costs of transportation for reporting to and returning from their assigned agencies each day.
- VI. **Professional Dress:** Students are expected to dress professionally and appropriately for their agency setting at all times.
- VII. **Transporting Agency Clients:** Students should not transport agency clients in their own vehicles. Many agencies will require you to use your own vehicle during the course of your placement and most will reimburse you for mileage. Make sure to ask about the requirements and expectations of you and the use of your vehicle during the initial interview with agency staff. (not included in field manuals)
- VIII. **Employment Based Internships:** Approval of placements at an agency where a student is employed may be made by the Field Education Office when the student will be able to engage in new and different learning activities appropriate to the level of internship. Approval of changing a placement as a result of an offer of employment may be made when a transition plan has been approved by the current agency supervisor(s) that insures continuity of care for clients, such that no client will be harmed by the student's departure. Whenever students are employed by the agency at which they are completing their internships, an Employment Based Internship Agreement Form must be completed and submitted to the Field Office.
- IX. **Problems During Field Placement:** If there are problems during placement, students are responsible for pursuing resolution of problems through proper channels. Students should share all problems with appropriate agency personnel and/or Faculty Field Liaison. Preventing or resolving problems frequently requires that a student take the initiative to interact with, question, give feedback, and constructively confront others when it appears that the educational objectives and other field requirements are not being met.
- X. **Change of Placement:** Students can request a change of placement in certain situations, such as when the student's Field Instructor is leaving the agency and there are no other MSW staff at the agency to provide the appropriate supervision. If a student feels that a change of placement is needed, the student should discuss the situation with the appropriate agency personnel and/or the assigned Faculty Field Liaison. All field placements must be approved by the Field Office prior to starting an internship and accruing any hours toward the field education requirements.
- XI. **Policy on Home Visits:** Students are expected to follow agency guidelines on home visits similar to those followed by agency staff members. All home visits must be made with the full knowledge of the agency. Students who feel they are being asked to conduct home visits that do not follow the safety guidelines described in the *Field Education Manual* are urged to discuss the situation with their Field Instructor. If the situation cannot be resolved, then students should consult their Faculty Field Liaison. If an agency is unable to accommodate the safety of a field student, the field placement may be terminated.
- XII. **Policy on Agency Conflict of Interest:** The School of Social Work believes it is not in the student's, agency's, or the clients' best interests to allow a student to complete an internship at an agency where the student has been a consumer of services within the past two years.
- XIII. **Policy on Sexual Harassment and Non-Professional Relationships:** The *Code of Ethics of the NASW* urges social workers to avoid dual relationships with clients whenever possible and states, "Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively." The *Code* also prohibits sexual relationships and sexual harassment between social worker and client (previous or current) and between student and supervisor. Therefore, non-professional relations between social work students and faculty, agency staff, and agency clients or family members are unacceptable.

- XIV. **Policy on Non-Discrimination and Commitment to Social and Economic Justice:** The *Code of Ethics of the NASW* states that professional social workers should respect the inherent dignity and worth of the person and that “Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.” Therefore, faculty, students, and field agencies are expected to not discriminate based on those characteristics or on the basis of social or economic standing. Furthermore, the social work profession is dedicated to promoting social and economic justice as stated in the *Code*: “Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.” If requested by the University, field agencies must be able to show evidence of policy commitments to non-discrimination in both service delivery and employment.
- XV. **Policy on Reporting Abuse and Neglect:** It is the policy of the School of Social Work that student interns follow all the State statutes regarding the reporting of abuse and neglect which apply to professional social workers. Therefore, students in field placement have an obligation to report abuse and neglect if they have firsthand knowledge of it, or if they have personal knowledge of evidence which strongly suggests abuse or neglect. Students should inform their agency supervisor(s) of the action(s) taken.
- XVI. **Confidentiality and Informed Consent:** The *Code of Ethics of the NASW* states, “Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons,” such as reporting suspected abuse or neglect or the intent to harm one’s self or others. Student interns should protect clients’ privacy and confidentiality whenever possible and should inform clients about the limits of confidentiality before services are rendered.

My signature below acknowledges that I agree to read the *UCF School of Social Work Field Education Manual* and the *Code of Ethics of the National Association of Social Workers* prior to the third week of the first semester of enrollment in Field Education. I will ask questions and receive clarification on any issues needed and therefore certify that I understand these policies and standards. Furthermore, I agree to abide by the policies and standards of behavior contained therein.

I understand that should I violate these policies or standards, I will be subject to review and possible dismissal from the School of Social Work as detailed in the *Student Advancement Policy* of the applicable *BSW* or *MSW Student Handbook*. I understand that failure to sign this form does not exempt a student from the provisions in the *Field Education Manual* or the *Code of Ethics of NASW*.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Seminar Instructor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_