School of Social Work
Field Education Program
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Ethical Guidelines and Consent
Template

Students taking part in field education opportunities are expected to adhere to certain guidelines for ethical, responsible conduct. This is necessary for the benefit and protection of the students themselves, as well as for the clients, placement agencies, agency field instructor, faculty field liaison, and the University. Certain basic guidelines are described below, but these are not exhaustive. Students are also expected to learn and adhere to the broader ethical guidelines dictated by NASW, as well as the guidelines specific to their placement agency. If, at any time, students have questions about ethics or responsible conduct, they should contact their agency field instructor or the faculty field liaison. At a minimum, students agree to adhere to the following principles.

Please check the box on each line as you complete training in the following areas:

1. Confidentiality ☐
The identity of clients, or information that would reveal the identity of clients, cannot be revealed without the specific permission of the client. The only exceptions to this are cases in which the client may be dangerous to themselves or others and in cases of child or elder abuse. In such situations, there may be legal requirements that responsible agencies be informed. There are also certain legal proceedings in which case notes and other records can be ordered to be released by the courts. Students must familiarize themselves with, and adhere to, confidentiality procedures of their placements and the laws of the state. Case material discussed in class must be prepared in such a way that confidentiality is maintained.
If HIPAA regulations apply, please check here when you have been trained on the agency regulations
2. Recognition of Qualifications and Limitations ☐
Students must recognize the limitations to their training and abilities and must not exceed these in work with clients. It is incumbent upon students that they recognize when situations are beyond their knowledge or ability. When such situations arise, students will seek assistance from their agency field instructor and faculty field liaison
3. Identification as Interns ☐
Students will explicitly identify themselves as students to their clients, in reports, and in other professional activities. They will not misrepresent their training, qualifications, or status. Students who will be at a placement for a limited time will inform clients of that limitation at the outset and will consider it in their work with clients.
4. Record Keeping ☐
Students will accurately and reliably maintain written and other records as required by their placement agency
5. Dual Relationships ☐
Students will refrain from establishing social work relationships with persons with whom the student is already involved in other types of relationships. Such "dual relationships" may inhibit the effectiveness of the student's practice and may jeopardize both the client and the student trainee. For example, it would not be ethical for a student trainee to take as a client someone

who was a fellow student in class. Similarly, co-workers and friends should not be seen as clients

6. Prohibition Regarding Sexual Conduct or Harassment ☐

Under no circumstances shall students become involved in sexual or romantic relationships of any sort with clients of their placement agency. Students will also refrain from sexual harassment and will respect the sensitivity of others regarding sexual matters

7. Self-Awareness and Monitoring ☐

Students will monitor their own emotional and physical status and should be aware of any conditions that might adversely impact their ability to serve their clients or placement agencies. If such conditions arise, students should inform their agency field instructor and the faculty field liaison

8. Ethics Discussion with Field Instructor ☐

Each student must discuss the ethical standards of their placement with their agency field instructor before performing any social work or client contact. Space is provided at the bottom of this form to indicate that such discussions have taken place and the student has been informed of ethical expectations

By signing below, the student agrees to adhere to the guidelines sited above as well as those of the professional discipline and the specific placement agency. The student understands the School of Social Work and the placement agency will disclose any failure to comply with the above guidelines and appropriate action will be taken to address the behavior, which may include dismissal from the placement and/or the social work program.

Date:

Student Signature:

Agency Field Instructor Signature:

Task Supervisor Signature (if applicable):

Faculty Field Liaison Signature: