

Field Standards- Expectations for Students

1. The student is expected to meet the course requirements for each level of field instruction and be in good standing.

SWRK 480/481 and SWRK 482/483 are capstone courses in the BSW program major. Students enrolled in the field practicum courses (SWRK480 and 482) simultaneously enroll in the accompanying integrative field seminars (SWRK 481 and 483). The seminars provide a setting where students discuss ideas, professional concerns, seek information from peers and Department faculty, provide a forum for class-field learning integration, and offer the opportunity to process the frustrations, questions, and challenges of daily practice. Assignments and expectations are outlined in the course syllabus.

2. The student will adhere to the *NASW Code of Ethics*. The student is expected to read the *Code of Ethics* prior to their first week of field placement. Failure to follow these ethical standards may result in termination from the field practicum and/or the SW Program.
3. Any student enrolled in the university assume an obligation to conduct themselves in a manner compatible with the WKU Student Code of Conduct.
4. The student will engage in culturally competence practice, as defined by the *NASW Standards for Cultural Competence in Social Work Practice*.
5. It is mandatory that the students maintain the confidentiality of agency records.
6. The student will not alter the program requirements or any other condition of his or her field placement without the permission of the Field Director, Field Liaison, and the Field Instructor.
7. The student will adhere to the Agency's schedule of holidays, closings, etc. Students must consult with their Field Instructor to negotiate time off during these breaks in the academic calendar. The student will adhere to the Agency's schedule of orientation and in-service training as a requirement of his/her practicum.
8. If a student misses field time, for any reason, the student must make up the time.
9. The student must keep a record of the number of hours they work in the field.
10. The student will follow all agency and university safety guidelines while in field practicum.
11. The student is expected to retain their original Learning Plan/Evaluation, all journals/assignments, timesheets and other related work products until they have completed the program. The fully completed Learning Plan/Evaluation will be turned in to the Field Office at the end of Semester 2 of Field.
12. The student will sign a statement that they have read and understand this Field Policy Manual.

Field Manual Statement

I, (print name) _____, by signing below, agree to read the BSW Field Manual located in the Student Toolbox on the WKU Department of Social Work Field website.

BSW Field Manual:

<https://www.wku.edu/socialwork/field/bswfield.php>

The manual includes field requirements as well as the steps/tasks that are required to have a successful field placement. I agree to abide by all policies and regulations stipulated in the BSW Field Manual.

_____ Date _____
Student Signature