

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.

Prerequisites for SWRK 560: Admission to the MSW program and Co-requisite: SWRK 520. Prerequisites for SWRK 561: Successful completion of SWRK 520 and 560 and Co-requisite: SWRK 522.

Prerequisites for SWRK 660: Admission to the MSW Advanced program or successful completion of all required 500 level MSW courses. Prerequisites for SWRK 661: Successful completion of SWRK 660 and 620. Co-requisite: SWRK 622.

Only students meeting this criteria are eligible to be in field courses and complete field placement hours.

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 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 MSW Field Manual located in the Student Toolbox on the WKU Department of Social Work Field website.

MSW Field Manual:

<https://www.wku.edu/socialwork/field/msw-field-manual-effective-fall2023.pdf>

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 MSW Field Manual.

_____ Date _____
Student Signature