FSU | COLLEGE OF SOCIAL WORK

FIELD EDUCATION MANUAL



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Field Internship Requirements

Bachelor of Social Work (BSW) Internship Requirements

All College of Social Work students must complete a field internship after completing all required coursework. Students must maintain a minimum 3.0 GPA to be eligible for a field internship. All incompletes must be satisfactory prior to the internship commencing.

Students are required to enroll in:

- **SOW 4510 – Undergraduate Field Instruction (12 credit hours), and**
- **SOW 4522 – Integrative Seminar (2 credit hours)**

These courses must be taken concurrently. Students completing a part-time internship over two semesters will complete the Integrative Seminar during the first semester of the internship.

BSW Full-Time internship

- Full-time internships are completed in one semester.
- Students must complete 512 total internship hours during the term.
- Summer full-time internships require 480 hours due to the shortened 12-week semester.

BSW Part-Time internship

- Part-time internships are completed across two semesters.
- Students completing internships from fall to spring must complete 256 hours per semester.
- Students completing internships that include a summer semester must complete 252 hours during the summer and 260 hours during the adjacent fall or spring semester.

Field Internship Requirements

Master of Social Work (MSW I – Traditional Program)
Internship Requirements

All College of Social Work students must complete a field internship after completing all required coursework. Students must maintain a minimum GPA of 3.0 to be eligible for a field internship.

Students are required to enroll in:

- **SOW 5532 – Graduate Field Instruction I (12 credit hours), and**
- **SOW 5548 – Integrative Seminar (2 credit hours)**
-

These courses must be taken concurrently. On-campus students completing a part-time internship over two semesters will complete the Integrative Seminar during the first semester of the internship.

Online students complete the generalist internships part-time over two semesters and are enrolled in the generalist seminar for both semesters of the internship.

MSW Traditional Program Full-Time internship

- Full-time internships are completed in one semester.
- Students must complete 432 total internship hours during the internship term.

MSW Traditional Program Part-Time internship

- Part-time internships are completed across two semesters
- Students must complete 216 hours per semester.

Field Internship Requirements

Master of Social Work (MSW II – Advanced Standing/Second Year) Internship Requirements

All College of Social Work students must complete a field internship after completing all required coursework. Students must maintain a minimum 3.0 GPA to be eligible for a field internship. All incompletes must be satisfactory prior to the internship commencing.

Students are required to enroll in:

- **SOW 5535 – Graduate Field Instruction II (12 credit hours), and**
- **SOW 5369 – Integrative Seminar (3 credit hours)**

These courses must be taken concurrently. Students completing a part-time internship over two semesters will complete the Integrative Seminar during the first semester of the internship.

MSW Advanced-Standing Program Full-Time internship

- Full-time internships are completed in one semester.
- Students must complete 512 total internship hours during the internship term.
- Summer full-time internships require 480 hours due to the shortened 12-week semester.

MSW Advanced-Standing Program Part-Time internship

- Part-time internships are completed across two semesters.
- Students completing internships from fall to spring must complete 256 hours per semester.
- Students completing internships that include a summer semester must complete 252 hours during the summer and 260 hours during the adjacent fall or spring semester.

Field Eligibility Criteria

Students are expected to meet eligibility criteria prior to entering their field internship. Students must be cleared academically through the BSW and MSW programs respectively to ensure the following:

1. All prerequisites are completed at the BSW level.
2. The student must meet with the advisor to determine the required courses and identify the appropriate semester for completing the internship.
3. All social work courses are completed at the BSW and MSW levels, and all incomplete grades must be satisfied.
4. A 3.0 grade point average has been achieved in social work courses.
5. If a student is on academic probation the semester prior to entering the field, the following has to occur:
   a. The student can meet with a field liaison to review internship options and begin the field process.
   b. Once grades are posted, if the student does not meet the required GPA, the student will not enter the field and will be required to inform the internship site of their inability to begin the internship.

STUDENTS IN THEIR FIELD INTERNSHIP

Internship hours can only be accrued during the semester(s) for which the student is enrolled in the internship. Hours clocked prior to the start or subsequent to the end of the semester, when such hours have not been previously specifically approved by the Office of Field Education, may not be counted as hours towards completion of the internship. Students are encouraged to work directly with the field liaison to ensure that their internship participation corresponds with the University's academic calendar during university breaks.

Students cannot intern during university breaks. Students will be allowed, with permission, to complete onboarding/training prior to the start of a semester. University provides general liability protection and professional patient/client care liability protection for students at Florida State University while engaged in pre-approved courses of study and training programs.

VETERANS PREFERENCE POLICY

Students who have served in the military or National Guard will receive a preference for an internship interview at the Veterans Administration (VA). The student will inform the field liaison of their interest via the field application and during the intern interview.

To receive interview preference for a VA field internship, the student must provide verification of service (DWI) from the military or the National Guard.

If the VA selected has a different policy regarding the referral preference, the Office of Field Education will defer to the VA policy.



Field Application and Internship Process

A field application is required of each student entering their field internship. The process of entering a field internship is multifaceted; therefore, to ensure students are placed in a timely manner, it is important to adhere to the designated deadline dates. Field applications are submitted through our online system, and the deadline dates established must be adhered to as published.

All students will be required to attend field planning meetings (on-campus students only), and two field preparation sessions provided virtually (online students only).

Students enter their field internship according to their program of study and are not expected to deviate from their program of study.

Once the application deadline ends, students cannot complete their internship until the following semester. Only campus-based students who meet criteria at the BSW or MSW level and complete a final or advanced internship will be considered for internships outside Tallahassee in geographical areas covered by field liaisons. Students will work directly with the field liaisons for the area of interest. Out-of-state internships are reserved for online students who live in the respective geographical areas. Main campus students who request an out-of-state internship must meet the criteria and be approved by the director of field education.

Students interested in an international internship must contact the director of International Programs at least 2 semesters prior to their field internship. Those exploring such internships are also responsible for meeting all CSW field deadline dates as posted by the CSW field office. Students interning internationally are required to schedule a field interview with the Director of Field Education, the semester prior to beginning their field internship, to ensure the field process is completed.

All students will be required to attend field planning meetings (on-campus students only) and two field preparation sessions provided virtually (online students only). Students enter their field internship in accordance with their program of study and are not expected to deviate from it.

Once the application deadline ends, students cannot complete their internship until the following semester. Only campus-based students who meet criteria at the BSW or MSW level and complete a final or advanced internship will be considered for internships outside Tallahassee in geographical areas covered by field liaisons. Students will work directly with the field liaisons for the area of interest. Out-of-state internships are reserved for online students residing in the respective geographic areas. Main campus students who request an out-of-state internship must meet the criteria and be approved by the director of field education.

PROCEDURE FOR ENTRY INTO THE INTERNSHIP (ON-CAMPUS AND PANAMA CITY ONLY)

Purpose

The procedure establishes consistent expectations for students entering an internship. It ensures fairness, transparency, and accountability in the internship and clearance process for all field students. This procedure applies to all students in the BSW/MSW programs seeking to begin an internship. The procedure will be utilized by faculty members, who will place students in an internship experience.

Procedure for Entry into the Internship

Students must adhere to all field application deadlines, appointment schedules, and communication expectations to ensure timely and equitable internship opportunities. Missed deadlines or appointments without approved extenuating circumstances will result in the student's internship being deferred to the following semester.

1. Deadlines and Extenuating Circumstances
    a. The deadline established for field applications and required documentation will be set each semester, and the field faculty will adhere to the date identified.
    b. Deadlines will only be extended in cases of verified extenuating circumstances, as determined by the field director.
2. Field Manual Policy
    a. The Field Manual will contain or be expanded to include detailed guidance on the field entry process, including expectations for deadlines, appointments, and communication.
3. Missed or No-Show Appointments
    a. Students are expected to attend field advising appointments on time. Arriving more than 5 minutes late without prior communication to the field faculty member will be considered a missed appointment/no-show. Rescheduling may occur after the interviewing period has ended if there are available internships. If there are no available internships, you will be moved to the following semester.
    b. Cancellations must be made appropriately, which means the student must notify their field faculty member by email at least 24 business hours in advance. Exceptions will only be made for documented emergencies or extenuating circumstances that align with FSU's excused absence policy.
4. Communication with Students
    a. Informational slides (developed by Shaly) will be presented for students outlining the following:
        i. Any missed or no-show appointments with field faculty will result in the student being moved to the following semester.
        ii. Missing the field application due date will also result in deferral to the next semester.
        iii. The respective BSW/MSW program director and advisors will be informed of the student being moved to the next semester.

5. Internship Deferrals Due to Limited Availability
    a. If a student is deferred due to the unavailability of internships, they may confirm an internship for the following semester before the next scheduled interview cycle.
    b. Students must reconnect with the field faculty members they initially met to confirm this internship.
    c. Field faculty will document all deferrals and decisions in InPlace.
6. Application Deadlines and Clearance
    a. All components of the field application must be completed by the 4:00 PM EST deadline. This includes an updated resume and personal statement for students submitting a second application (for example, MSW second-year students or Advanced Standing students who previously completed the FSU BSW program). The only item that may be submitted after the deadline is an employment-based proposal, if applicable.
    b. Following the deadline of the field application, the Program Manager will compile and send a list of applicants to the BSW and MSW programs for clearance to enter the field.
    c. Students must sign up for a field interview by the same deadline as the field application. Any student who does not sign up for an interview slot by the deadline will be deferred to the next semester. If interview slots are full before the deadline, the student must email the Field Office before the deadline to request an appointment, and one will be provided. Failure to communicate this request by the deadline results in automatic deferral to the next semester.
7. Clearance recommendation
    a. If the student's BSW or MSW program advisor notifies the Field Office that the student is not cleared for their field internship, the field interview appointment will be canceled. It is the student's responsibility to work with their program advisor, adjust their program of study if needed, and ensure they meet the appropriate deadlines and requirements for the correct field cycle. Students will be responsible for staying informed about the deadline dates for the upcoming semester.

Responsibilities

- Field Faculty: Enforce deadlines, communicate expectations, and document all internship-related decisions in InPlace.
- Students: Meet all deadlines, attend scheduled appointments, and maintain communication with field faculty.
- Program Advisors: Oversee clearance processes and inform the field program of students cleared and not cleared.

These procedures are effective as of the Spring semester 2026.

MILITARY/RESERVE DUTY POLICY

Students serving in the military and/or a reserve unit called to duty during a field internship will provide a copy of their orders. The student will receive an incomplete in the field and seminar courses.

Upon return from duty, the internship will resume with the initial agency or an internship established with another agency if warranted. Hours earned prior to serving will count toward the required hours for the internship.

JURY DUTY

Students selected for jury duty or chosen to serve as a juror during their field internship will attend. A copy of the summons will be placed in the student's file.

Hours missed while attending jury selection or duty will have to be completed prior to the semester ending. If the jury selection or duty occurs at the end of the semester, hours will be completed at the start of the next semester.

OUT OF STATE / POST MSW DEGREE INTERNSHIPS (MAIN CAMPUS ONLY)

Campus-based students who meet criteria at the BSW or MSW level, completing a final or advanced internship, will only be considered for an out-of-state internship if they meet the following criteria: death or serious illness of an immediate family member, military duty of a student or spouse, and/or relocation due to the student's or spouse's employment. Documentation of the above criteria will be required.

Online students who live in Florida will complete their internship in the geographical area where they live.

Consideration will also be given to students presented with an exceptional opportunity for enhanced learning in environments such as think tanks or other distinguished settings. The process for consideration is as follows:

- Students will submit a request identifying the reason for the out-of-state internship. The request form can be obtained from the Office of Field Education.
- Students must initiate their plans to intern out of state for two semesters before beginning their field internship.
- Students will be responsible for identifying 3-5 agencies and providing the contact persons, email addresses, and telephone numbers to the Director of Field Education. Students should not proceed with arranging an internship until approved by the Office of Field Education.
- Field liaisons will contact the agency to evaluate and determine if the agency can meet the educational goals and criteria of the College of Social Work.
- Students must be aware that they may be required to return to Tallahassee if their out-of-state internship experience becomes problematic and it is deemed necessary to terminate.
- Individuals requesting internships post-MSW degrees to seek licensure within the State of Florida will follow the procedures outlined above. Requests from outside the State of Florida will be declined.

STUDENTS WORKING FULL-TIME

Students working full-time should expect to significantly reduce or discontinue their work commitments to accommodate the demands of the field education internship. The competing demands of field education, other classes, and full-time employment tend to distract from the overall learning experience of all educational activities.

It is NOT recommended that students work full-time and attend field full-time. Students will not be allowed to intern more than 40 hours a week in any internship.

SOCIAL LEADERSHIP POLICY

Social leadership students are expected to complete their field internships in Tallahassee. The College of Social Work is not responsible for securing out-of-area internships for social leadership students unless students meet the criteria for interning out of the area.

Students interested in an internship outside the area will need to contact the Social Leadership liaison 8-12 weeks prior to the start of the semester in which they will intern. Contact the Office of Field Education to connect with the Social Leadership liaison.

STUDENT FIELD EDUCATION INTERNSHIP AGREEMENT (NIGHTS/WEEKENDS POLICY)

Evenings (after 5 pm) and weekend internships are not offered. Students will need to make plans to complete hours per week during normal daytime hours. All field hours are negotiated with the field internship agency, allowing for attendance at orientations, training, case staffing, and supervision during the day.

The following must occur for a student to be eligible for an internship:

- BSW students have a 3.0 Social Work GPA and have completed all required coursework.
- MSW 1st-Year students maintain a 3.0 Cumulative GPA and complete all required coursework.
- MSW 1st Year students pass SOW 5308: Social Work Practice before entering the internship.
- All incomplete grades are satisfied.
- All performance improvement plans are fulfilled.

Students in the BSW or MSW Program will be required to complete a minimum of 512 hours as a BSW or MSW 2nd-year/Advanced Standing student per semester. If completing your internship part-time, you are required to complete a minimum of 256 hours. As a 1st year MSW student, you will be required to complete 432 hours a semester.

If you are completing your internship part-time, you will be required to complete 216 hours per semester. Summer hours may differ as it is a shorter semester. See the hours chart on **page 4** of the field manual.

Social Media Policy

SOCIAL NETWORKS

Public social networks are not private. Even when open only to approved or invited members, users cannot be guaranteed that privacy will exist among the general membership of sites. If social work students choose to participate in such forums, please assume that anything posted can be seen, read, and critiqued. What is said, posted, linked to, commented on, uploaded, subscribed to, etc., to Florida State University and/or the College of Social Work can be accessed and archived, posing potential harm to professional reputations and prospective careers.

Social work students who use social media (e.g., Facebook, Twitter/X, Snapchat, etc.) and other forms of electronic communication (e.g., blogs, etc.) should be mindful of how their communication may be perceived by clients, colleagues, faculty, future employers, and others. Social work students are expected to make every effort to minimize material that could be considered inappropriate for a professional social worker in training. Because of this, social work students should manage security settings at their most private levels and avoid posting information/photos or using any language that could jeopardize their professional image. Students should consider the amount of personal information posted on these sites and should block client access to involvement in the students' social networks.



SOCIAL MEDIA AND NASW CODE OF ETHICS

Students are expected to adhere to social work values and ethics and engage in professional conduct as outlined in the NASW Code of Ethics when using social media communication tools, whether using a personal site(s), agency site(s), or University site(s).

Common issues that students need to understand and manage when utilizing social media include, but are not limited to:

- Privacy and confidentiality (Section 1.07), conflicts of interest and dual relationships (Section 1.06).
- Informed consent (Section 1.03) in our relationships with clients, colleagues, and in our practice settings.

Utilizing social media communication tools as a social work student requires ongoing attention to these ethical challenges.

TIPS TO MAINTAIN A POSITIVE ONLINE PRESENCE

- **Clean up your digital image.** Remove any pictures, content, or links that can send the wrong message to employers. Ask yourself, "How do I show up in the world?" Try a Google search on yourself periodically to see what comes up.
- **Remember, the internet is a public domain.** They are called social networking sites for a reason. It is becoming commonplace for employers to do an online search for candidates before making job offers. A good guideline is not to put anything out on a social networking site that you would not want to see on the front page of the paper.
- **Use social networking sites to your advantage.** Maintain your online profile by portraying an image consistent with how you want to be perceived. Your profile is a way for you to demonstrate to employers your communication skills using proper grammar and spelling. Convey your professional image by carefully choosing your photo and your screen name. Include great references on your profile from a variety of different people to "paint" a positive professional image of yourself.
- **Be thoughtful about your posts.** There is no expectation of privacy when using social media. Consider what could happen if a post becomes widely known and how that may reflect on you, the College of Social Work, the agency, and/or the University. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, seek advice from your supervisor, Faculty Field Liaison, or the Director of Field Education.

SOCIAL MEDIA GUIDELINES WITHIN AGENCIES

- Do not refer to agencies or clients on social media.
- Use the highest privacy settings available.
- Do not search for client or client information.
- Do not "friend" current or past clients.
- Do not share personal information (cell, email, address) with current or past clients.
- Posts, pictures, comments, etc., can easily be taken out of context. Think about the message that can be interrupted by others.
- Communication in texts, WhatsApp, and other IM or social media with peers, colleagues, or supervisors (if allowed) should be used cautiously due to the ease of impulsive, reactive, and potentially out-of-context communications.

UPON ENTERING FIELD INTERNSHIPS

As internships begin, it may be helpful for students to explore the following questions with their field educator and/or task supervisor:

- Does your agency have a policy on the use of social media communication tools? If so, review the policy with your field instructor. If not, what expectation does the agency have regarding the use of social media during field hours?
- How much personal information is shared with clients and former clients, as well as agency staff and professional colleagues?
- What are the most common ethical concerns you should be aware of when using social media as a social work student?
- What are the agency guidelines regarding the use of Facebook, Snapchat, etc., and who can you friend?
- What privacy and confidentiality concerns should I consider when texting, emailing, and/or using Twitter/X?
- Can I check my personal social media accounts during field hours?

CONFIDENTIALITY

Confidential client information should not be shared in any form of electronic media, including any information that might lead to the identification of a client or information that may compromise client confidentiality in any way.

Social work students should consider that they will be representing professional social work practice as well as the FSU School of Social Work while in the classroom, within the University, and throughout the broader community.

BOUNDARIES

To maintain appropriate professional boundaries, social work students should avoid "friending" clients, that is, allowing clients to connect with their personal Facebook, Twitter, or other personal social media accounts. Students should also maintain appropriate professional boundaries with professors, field educators, and other professionals at their field agencies.

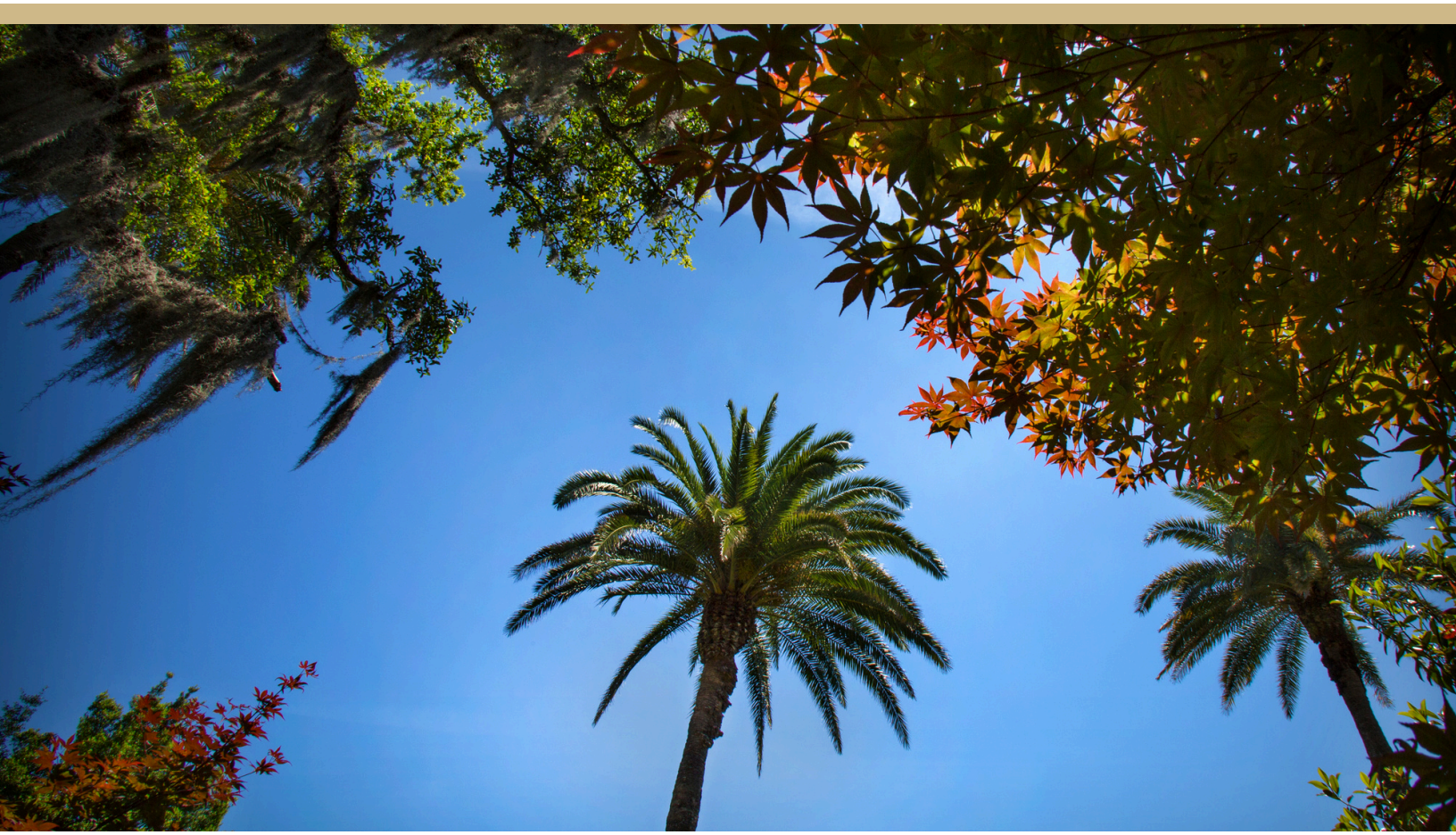


Agency Orientation of the Student to a Field Internship

Students should be given a comprehensive orientation to the internship and to the agency immediately upon their arrival. Supervisors should plan to greet the student(s) on the first day and introduce them to as many staff members as possible. It is preferable for the supervisor to inform appropriate personnel in advance of the student's internship and advise them of ways the staff can participate in the student's learning experience.

It is also important for students to have a work area that allows them to feel like a professional and an integral part of the agency structure. A desk, access to a telephone, and appropriate work supplies should be provided for the student before they begin the internship.

It is also recommended that the following items and procedures be provided in the orientation material in writing to all students by the agency and/or supervisor.



ORIENTATION CONTENT

- A written orientation schedule outlining dates and times of agency orientation, in addition to the content that will be covered.
- Written expectations concerning dress requirements, leave time and holidays, attendance requirements, etc.
- The agency needs to specify agency information concerning administrative structure, including names and titles of administrative staff, financial structure, pertinent policies, and procedures.
- Information concerning insurance requirements by agency and insurance coverage provided (i.e., professional liability, workman's compensation, and automobile insurance if clients are to be transported by the student).
- Specify agency recording requirements. Provide copies of all forms in addition to outlines for intake, psychosocial assessments, transfer forms, social history and diagnostic summaries, and all other required reports.
- Written statement of how the student is to identify self in
  - (1) written recording in agency records;
  - (2) written reports, correspondence, and other written material; and
  - (3) oral contacts with clients, families, and others.
- Informed consent form and its use; information on privileged communication if it applies; information on what can and cannot be released without the client's consent; explanation of what to do if subpoenaed, etc.
- Outline written procedures for handling client emergencies (i.e., suicidal or homicidal threats, issue of duty to warn, etc.).
- Give the student a copy of the agency personnel manual, including written procedures concerning student responsibilities, etc.
- Written description of agency security precautions and safety procedures.
- Expectations concerning supervision responsibilities, supervisory conference times, style and content of supervision provided, and other pertinent supervision issues.
- NASW Code of Ethics and Standards of Practice.



FLORIDA STATE UNIVERSITY COLLEGE OF SOCIAL WORK EMPLOYMENT-BASED PROPOSAL (EBP)

Students who are requesting to complete their field internship at their current place of employment must complete an Employment-Based Proposal (EBP). Students must also submit a job description and draft an educational plan. The student's ability to succeed in field education and to become well-skilled in the social work competencies is the central focus in considering an employment-based proposal. The EBP must demonstrate that the educational and learning objectives of the field experience will be accomplished within the parameters of the Office of Field Education's policies and requirements.

EBP Expectations/Requirements:

- An employment-based internship is contingent upon the agency being approved as an internship site. Agencies will be required to complete an affiliation agreement/MOU, which the Field Office will provide to the agency. During the field internship interview, students interested in an employment-based internship should discuss their interests directly with their area field liaison. Employment-Based Proposals are approved by the college's field directors.
- When possible, the student's field internship should be in a different program or department from the program or department in which the student is currently or was previously employed, but if this is not possible, the student's current department or program will be considered as an option. Student field assignments and employment tasks may be the same and counted toward required field hours if the tasks have clear links to the social work competencies, including any competencies added by the program, and their related behaviors.
- The student's field hours can be earned during their normally scheduled shift if the agency agrees to this arrangement.
- The student's field educator may be in a previous or current supervisory role with the student, but weekly/biweekly supervision meetings for the internship should be clearly delineated from normal supervision time.
- Prospective field educators must possess an **MSW from an accredited school/college of social work and have at least two years of post-master's work experience**. Field educators should be willing to attend an FSU field educators' training or a field educators' training in their local area if available.
- Field internship learning activities must be congruent with the student's concentration or level (graduate or undergraduate) and designated course syllabus: BSW (SOW 4510), MSW Generalist (SOW 5532), MSW Final/Advanced Internship (SOW 5535), or MSW Elective Graduate Internship (SOW 5537) and cover the nine CSWE core competencies outlined in the 2015 EPAS.

- The student must submit the following in InPlace(please combine all three documents and upload as one):
  - The Employment-Based Proposal by the due date. All EBPs are submitted in the student's field application in InPlace. The EBP MUST be signed by the student and MSW field educator. EBPS will be reviewed by field directors, and students will be informed of approval via InPlace or email.
  - The position/job description: please attach it to the proposal and upload it into InPlace.
  - Students must also submit a working draft of their educational plan (a completed document will be submitted in the student's accompanying seminar course as a required assignment). Templates for the educational plans can be found in the Shared Documents section of InPlace.
  - Once you have submitted the completed EBP with job description, signatures, and the educational plan, please email your field liaison and Rosalyn Deckerhoff (online students) or Katrina Boone (on campus Tallahassee or on campus PC students).

NOTE: A student who agrees to an Employment-Based internship acknowledges that an alteration or a disruption in employment may adversely affect the field internship, and a disruption in the field may adversely affect the student's employment. A disruption may also delay graduation if applicable. See the last page of this document.





Student Policies and Procedures in a Field Internship

REPORTING TO THE FIELD AGENCY

All students are to report to the agency on the date determined by the college and the agency (usually the first day of the semester), but not before the first day of the semester for which they have registered, unless prior permission has been granted by the Office of Field Education. Students will adhere to the field educator's established agency hours and are responsible for immediately notifying the field educator of any time they will be late in reporting to the agency or absent for any reason.

No student is allowed to report to an agency and begin an internship until the self-internship form has been submitted in InPlace. Should a student fail to follow this procedure, they may not receive credit for hours earned until the self-internship form has been properly submitted.

LEAVE TIME

Students are expected to act responsibly in their internships. Any compensatory time accumulated (which should be minimal) may be taken only with the agency field educator's permission and pre-approval. The Office of Field Education must be notified by the student of any extended (more than three days) leave time or illness. Any leave time taken must be coordinated with the agency supervisor. Students who are reported for excessive absences in the internship may receive a grade of "U," Unsatisfactory, in the course and will be required to make up the time deficiency. Other policies regarding leave time are as follows.

Students are expected to adhere to agency hours and holidays, NOT FSU holidays. An agency holiday that falls on a student's scheduled internship day counts as hours the student is scheduled to work.

For Full-time students, twenty-four hours (24), and for part-time students, twelve hours (12) of leave time is allowed for an illness and/or family emergency (death or illness) or personal business. If excused, they will count as hours earned. Students must communicate directly with their field educators before taking these days. Arrangements must be made with the field educator to make up any time beyond 24 hours for full-time students and 12 hours for part-time students. In addition, the student must notify the assigned field liaison and/or the Office of Field Education regarding any extended absences from the internship of more than 24 hours or, for part-time students, 12 hours per semester.

Due to the hours required, Spring Break cannot be observed for students in internships during the Spring semester.

Students placed outside Tallahassee, including online students, who are attending their graduation, are allowed two days of travel time at the end of their internships to attend their graduation. This is time credited to the student ONLY with the supervisor/liaison's permission.

All other students are required to attend during the last week of the internship. Under no circumstances are students allowed to leave the internship early (beyond two (2) days) unless the Office of Field Education has granted special permission in advance. The agency supervisor and seminar instructor must agree with the decision.



STUDENT REQUIREMENTS

- Students are required to participate in a formal supervision meeting with their field educator, at least one hour per week for full-time internships or biweekly for part-time internships.
- Students are required, with input from his/her field educator, to complete and adhere to an Educational Plan, which can be found in Inplace, and if needed, a Performance Improvement Plan.
- **Evaluations**: Three evaluations are required at the conclusion of the internship. Failure to submit all three will result in an "I", Incomplete, until all three evaluations are submitted.
    - Students will participate actively in **Midterm and Final Evaluations** and ensure that due dates are met. Evaluations must be submitted by the field educator via the online system by the designated deadline. No paper copies will be accepted in the Field Office.
    - Students must complete the **Student Evaluation** of the internship at the end of the semester.
- Attend all required or invitational meetings, conferences, etc., occurring in the agency.
- Communicate openly with the field educator/task supervisor when assistance is needed, e.g., clarification of assignments, agency policy, etc.
- Maintain appropriate dress for the agency setting at all times.
- Contact a field liaison immediately when clarification is needed or a problem situation arises.
- Download and read the "Field Reference Manual" thoroughly prior to entering the internship.
- Maintain accountability for all hours earned in the internship. A timesheet is located in InPlace to track internship hours.
- Keep up to date on ALL posted field information, as it is not possible to notify each student individually of important deadlines. Students should regularly check the **College of Social Work website** for important deadlines and announcements.
- Notify the Office of Field Education of any special accommodations required for the field internship due to a disability at least three months prior to the semester the student is scheduled to begin the field internship.
- Maintain responsibility for understanding and adhering to all policies and procedures of the internship agency and the Office of Field Education. Noncompliance will result in the student's termination from the internship (refer to Office of Field Education Termination procedures). Provide for health (required) and malpractice (if indicated by the agency as a requirement) insurance coverage. If injured (non-emergency) during the internship, the Student Health Center is available on campus.

LIAISON VISITS

A field liaison is assigned to each student in an internship. A field visit will occur in person or virtually at least once during the internship. If ANY difficulties arise or adjustments need to be made, the liaison MUST be contacted by the student and/or the field educator (It is much easier to resolve issues early in the internship). The role of the field liaison is to act as a "bridge" between the agency, the university, and the student. The visits are approximately 1 to 1 ½ hours in length and may include time with both the student and the field educator. Additional visits may be scheduled as needed to assist in problem-solving. If a problem is noted, the liaison will assist in formulating a written "Performance Improvement Plan" to clarify what and how a student and/or agency can resolve a problem. The liaison may also share any other academic performance information necessary to assist in resolving problems.

If the agency, student, and/or field liaison feel that the agency is not appropriately meeting the needs of the student, for any variety of reasons, the student may be changed to another internship, if it has been documented that all efforts have been taken by the student and the agency to correct any problems. The student should understand that an internship will be located as soon as possible. Depending on the ability to secure a new internship, the student may have to wait another semester before beginning hours. Any change to an internship is coordinated with the permission of the director of field education and/or the field liaison. The field liaison will provide contact information.



EVAULATION AND GRADES

The student's MSW field instructor completes evaluations at midterm and at the end of the internship. The MSW field instructor may also include feedback from any task supervisor who worked with the student. Students are rated on a variety of competencies on a 1-5 scale as follows:

- **1 = Failing level**
- **2 = Below expected level**
- **3 = At expected level**
- **4 = Above expected level**
- **5 = Outstanding level**
- **NA = Not Applicable**
- **IE = Insufficient Evidence**

Midterm and final evaluations with ANY single evaluation criteria rated as a 1 or 2 (on the evaluation forms) indicate that the student must demonstrate improved performance in that area. Failure to do so could result in the student receiving a "U," Unsatisfactory, in the field education course, which is posted at the completion of the final evaluation and all internship hours.

Continued poor performance or a single incident that is considered by the agency to be unprofessional or unethical will result in termination from the internship (Refer to the Office of Field Education Termination policy). This decision is made jointly by the agency supervisor and the field liaison, in conjunction with the director of field education, and can be made at any time during the internship.

If the student has not met minimum expectations (ALL ratings at "3" or above) by the due date of the final evaluation, the field educator will complete the narrative portion of the evaluation specifying the reasons for the student's failure to meet expectations, and the quantitative portion would clearly indicate the inadequate, incomplete or unsatisfactory areas (all scores rated "1" or "2"). The field educator will recommend to the Office of Field Education the grade "I" (Incomplete) if there are incomplete hours or assignments, or "U," Unsatisfactory, for unsatisfactory performance. It is the responsibility of the Office of Field Education to assign grades based on the field educator's recommendation and feedback received from the student and the field liaison.

Students earning a grade of "U," Unsatisfactory, in any field education course may request a conference with the director of field education and/or the associate dean to discuss the nature of the unsatisfactory grade. The director of field education and the associate dean consider all aspects of the situation and determine if another internship should be offered. The Office of Field Education is not obligated to offer more than one internship and will not offer more than two internships per field education course. Students can utilize the College of Social Work grade appeal process to dispute any grade.

Students MUST submit a "STUDENT EVALUATION OF FIELD" at the end of the internship to receive a final grade for the course. The evaluation forms are located in InPlace.

FAILURE TO RETURN ANY OF THE ABOVE EVALUATIONS BY THE SPECIFIED DUE DATES WILL RESULT IN AN INCOMPLETE GRADE FOR THE COURSE.

RELEASE OF INFORMATION REGARDING A STUDENT

At the request of a university attorney of the FSU Office of the General Counsel, the statement quoted below is to be considered in effect as of Spring 1984:

The disclosure or publication of student information is governed by the policies and regulations of Florida State University within the framework of state and federal laws, including the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g. The written consent of the student is required for the disclosure or publication of any information that is: (1) personally identifiable of the student and (2) a part of the educational record. The disclosure or publication of any protected educational record pertaining to a student's internship, externship, or field placement, except as necessary to the University or its agents and employees, or if otherwise provided by § 228.093, Florida Statutes, is prohibited without the student's written consent and extends to all internship, externship, or field placement agencies.





Student Learning Expectations and Responsibililities

The Office of Field Education encourages all students entering their field internship to identify their individual learning needs and assume responsibility for shaping their educational process. Prior to beginning the internship, on-campus and Panama City students are required to attend a Field Planning Meeting. Online students are expected to complete two field preparation sessions provided virtually. Students are also given information on preferred internship content based on the learning objectives of their concentration.

FOR GENERALIST STUDENTS

The following content areas are considered minimum expectations when structuring the internship experience for generalist students:

- **BSW and MSW 1st Year (Traditional) Students:** BSW and first-year MSW students are considered at the same educational level for the generalist field internship. BSW students complete their internship in the final semester(s) before graduation, while MSW students typically begin theirs in the second or third semester of the two-year program.
- **Purpose of Internship:** The internship focuses on developing foundational skills across micro, mezzo, and macro practice levels, in alignment with CSWE EPAS. Its purpose is to provide hands-on experience applying social work knowledge, values, and skills in real-world settings as a competent generalist practitioner.
- **Example Tasks:**
  - Case management, referrals, & service coordination
  - Building rapport and engaging clients using active listening skills
  - Participating in intake sessions and conducting assessments
  - Assisting with goal setting and case planning
  - Providing psychoeducation and supportive sessions
  - Documenting services and maintaining accurate records
  - Observing or co-facilitating groups
  - Advocating for client needs within systems
  - Participating in community outreach and education initiatives

FOR CLINICAL STUDENTS

The following content areas are considered minimum expectations when structuring the internship experience for clinical students:

- **MSW 2nd Year or Advanced Standing Students:** These students are in the final semester of the MSW program and are completing an advanced field internship with a specialization in either Clinical Social Work or Social Leadership.
- **Purpose of Internship:** The internship focuses on building advanced skills in clinical or leadership practice. Its purpose is to apply specialized social work knowledge and skills in real-world settings, building on generalist training and aligned with the Educational Policy and Accreditation Standards of the Council on Social Work Education.
- **Examples of Clinical Tasks:**
  - Individual, group, couples, and family therapy using Employee-Based Proposal
  - Biopsychosocial other assessments
  - Crisis intervention and risk assessments
  - Diagnostic impressions
  - Clinical treatment planning
  - Documentation of services
  - Evaluation of therapeutic progress

FOR SOCIAL LEADERSHIP STUDENTS

The following content areas are considered minimum expectations when structuring the internship experience for Social Leadership students:

- **Purpose of Internship:** The internship focuses on building advanced skills in leadership, policy, and advocacy. The purpose is to apply specialized social work knowledge and skills in real-world settings, building on generalist training and aligned with Educational Policy and Accreditation Standards of the Council on Social Work Education.
  - Provision of a comprehensive orientation of the student to the agency staff, client systems, agency policies and procedures, safety concerns, supervision expectations and requirements, casework requirements, legal and ethical requirements, etc.
  - Completion of an Educational Plan outlining specific learning objectives and activities consistent with the objectives of the student's concentration.
- **Examples of Social Leadership Tasks:**
  - Provision of open communication with the field educator and field liaison.
  - A substantial amount of project management activities or tasks involving direct work with developing documents, research/evaluation projects, policy analysis activities, or working on tasks related to the agency's mission and goals.
  - Opportunity to assess and apply research methodology to evaluate agency effectiveness.
  - Exposure to one or more organizational theories used in the agency.
  - Opportunity to identify concepts and the application of quality management in the agency.
  - Exposure to advocacy experiences on a macro level.
  - Exposure to agency policy and the implementation of policies.
  - Opportunity to plan and implement an organizational project and/or a community project.
  - Opportunity for involvement in the agency's use of technology to manage data and to have exposure to data management techniques.
  - Exposure to agency administrative, community, and/or legislative meetings.

FIELD EDUCATION PLAN

For students to maximize the field internship experience, a collaborative effort is required of the field educator, the field liaison, and the individual student in the development of the student's Educational Plan, which is an essential component of the practicum and an assurance of the part of the agency that the necessary field experiences will be provided. Furthermore, it serves as a framework for structuring internship experiences for the student's benefit, making the learning focus more explicit and educationally directed. The Educational Plan is also used as a primary instrument for evaluating the student's progress toward meeting his/her learning objectives throughout the semester.

The Educational Plan is developed at the beginning of the internship, jointly by the student and the field educator, and is reviewed by the field liaison. At the time of the liaison's visit to the agency to meet with the student and field educator, the Educational Plan is discussed in detail to determine that learning objectives have been met by specified target dates. Additional learning experiences are then negotiated among the liaison, the field educator, and the student based on the student's learning needs and current level of knowledge and skill. If certain objectives have not been met by the student within the specified period of time, a Performance Improvement Plan is developed by the field liaison and the field educator, which identifies the student's deficiency, the action to be completed by the student in correcting the problem and the target date, the action to be taken by the supervisor, and the completion date.



Role of the MSW Field Educator and Task Supervisor

To ensure that all students in field internships receive educationally focused practice experience embodying social work knowledge, values, and skills, each agency should provide an MSW field educator, with two or more years of practice experience, to coordinate, direct, and supervise students' fieldwork. Field instructors are never to view their role only as 'signing off' on students' activities.

The College of Social Work prefers but does not require field educators to be MSW employees in the same agency and program in which students are being trained. All field instructors, whether employed in another part of the agency or in a different agency, will meet the expectations outlined below.

Although most agencies assign MSW employees to work one-on-one with interns, there are a variety of alternatives. Experienced MSWs may coordinate internships (and meet with students at least one hour a week for full-time internships, or at least one hour biweekly for part-time internships) while agency supervisors without an MSW can provide daily task supervision. Group supervision is another alternative.

ROLE OF THE MSW FIELD EDUCATOR

The MSW field educator supervises interns in their fieldwork, overseeing the entire range of field experience. Ensure interns' activities are meeting field instruction objectives within the first two to three weeks of the internship, develop and sign the intern's educational contract, and make ongoing revisions as necessary.

The MSW field educator maintains regular contact with the intern and other agency supervisors involved in the internship.

The MSW field educator formally meets with the intern at least one hour a week (or one hour biweekly for part-time internships) for direct supervision. This entails:

- Requiring interns to prepare an agenda for the conferences.
- Giving interns feedback on their performance in a variety of ways (e.g., process recording, videotaping, audiotaping, joint interviews, etc.).
- Focusing on interns' skill development.

Keeping notes of observations and interactions with the intern, addressing a variety of topics, including:

- Case reviews
- Analysis of programs or policies
- The impact of gender or ethnicity on practice and policy
- The NASW Code of Ethics
- Theoretical analysis of social work interventions
- Evaluating the interns' strengths and weaknesses
- Issues such as assertiveness, use of humor, rescuing, handling aggressive clients, coping with stress, etc.
- Completion of the interns' midterm and final performance evaluation, returning them to the College by the posted deadline dates
- Becoming familiar with the College's Office of Field Education Policies and Procedures
- Meeting with the college's field liaison at least once each semester during the interns' internship
- Notifying the field liaison when problems arise

ROLE OF THE TASK SUPERVISOR

Supervise interns in their fieldwork, overseeing the entire range of field experience. Ensure interns' activities are meeting field instruction objectives within the first two to three weeks of the internship, develop and sign the intern's educational contract, and make ongoing revisions as necessary.

Maintain regular contact with the intern and other agency supervisors involved in the internship.

Formally meet with the intern at least one hour a week (or one hour biweekly for part-time internships) for direct supervision. This entails:

- Requiring interns to prepare an agenda for the conferences.
- Giving interns feedback on their performance in a variety of ways (e.g., process recording, videotaping, audiotaping, joint interviews, etc.).
- Focusing on interns' skill development.

Basic expectations of all task supervisors include:

- Participating in planning the internship
- Reviewing and signing the student's Educational Plan, making revisions as needed
- Providing primary, direct supervision of the interns' daily activities:
- Assigning cases and projects congruent with students' educational goals
- Orienting students to the agency and their assignments

Safety Policy



The College of Social Work wants to make our students aware that there are certain inherent risks in any situation requiring contact with the public. Social Work is a profession that works with people with both strengths and challenges, who often live in challenging environments. To reach people in need, agencies provide services in areas that provide reasonable access to clients served.

Students entering field need to be aware that most, if not all, field settings entail safety risks for clients, staff, and students alike. Such risks are not solely student risks but risks that social work students must acknowledge throughout the internship and as they begin their careers.

The safety of students while engaging in internships is essential to the College of Social Work. It is important that students feel safe to carry out their responsibilities in the field. Field Educators are encouraged to make certain that assigned interns review agency policies and procedures that guide the agency. All students should receive an introduction to safety in the field during the agency orientation.

If a student encounters or perceives a safety concern during the internship, the student should remove themselves from the perceived safety concern and immediately contact the Director of Field Education to discuss and address the issue.

HOME VISITS/COMMUNITY EVENTS

Students may be required to make home visits and/or attend community events if such tasks are routinely requested of professional staff. Before completing visits independently, the student needs to have shadowed and observed multiple home visits with agency staff members or supervisors.

Agencies are encouraged to provide students with the same equipment given to paid agency staff and volunteers needed to complete visits safely and efficiently. Students are prohibited from transporting clients in their personal vehicles. Additionally, it is important to discuss guidelines for risk mitigation, crisis response, and safety planning. Such discussion should include, but not be limited to, safety issues in the community, during home visits, within the agency building, and the security of personal belongings.

If students believe they are at personal risk during a home visit or at an agency or community event, they should discuss their concerns immediately with their agency field educator to identify and implement a solution. Should the discussion fail to resolve the concerns reasonably, the student should immediately contact their field liaison or the Director of Field Education. In addition to following your agency's safety policies and procedures, here are tips to aid in the success of your home visit.

Prior to your home visit, the following steps are recommended:

- Make sure the field educator, task supervisor, and/or other agency staff know where you will be going.
  - Provide them with the address (or names/chart number) of the clients you will be visiting, as well as the expected return time
  - Ensure the client's address and contact information are up to date in the electronic medical record system or another database accessible to all employees.
- Keep your phone charged and readily available.
  - Get the contact information for at least 3 staff members and store it in your phone.
- Plan your route ahead of time.
- Inform your client(s) in advance of your anticipated arrival time/scheduled appointment.
  - Ask them to lock up any pets if needed.

During the home visit:

- Park close to the home for an easy exit.
- Lock your car doors.
- Do not leave any valuables in your vehicle.
- Keep your keys and phone easily retrievable for your departure.
- Display confident verbal and non-verbal communication.
- Meet your client in a main room or outside (while still maintaining confidentiality).
- Sit near an exit (as you would in an in-office visit).

Your agency may use different applications and communication procedures for safety. In addition to those, here are some safety-related applications to consider installing and using on your phone devices.

- Smart Watcher
- bSafe
- Google Voice
- Microsoft Teams
- Crystal Alarm
- Red Flag
- One Call Now
- Watch Over Me
- First Aid: American Red Cross
- Silent Beacon
- React Mobile
- Red Panic Button

CONFLICT OF INTEREST/DUAL RELATIONSHIP

Students may not have a direct or indirect supervisory relationship with a family member or close personal friend, including a prior or current relationship at the agency during their internship. In addition, any student who holds an executive leadership position within an agency may not intern within that agency. These situations would create a conflict of interest and/or dual relationship, which violates our professional Code of Ethics.

TRANSPORTATION OF CLIENTS

Students are expected to follow agency guidelines for client transportation and to be accompanied by agency staff in the agency vehicle or in the agency staff's personal vehicle.

STUDENT ILLNESS/INJURY IN THE FIELD

In the event a student is injured, becomes ill, or is otherwise hurt during the internship or while under the Agency's supervision, the Agency shall arrange for immediate emergency medical care. However, the Agency shall not be responsible for the cost of such care. Students must have their own private medical insurance (or University Student Medical Insurance) while enrolled in field education courses.

Students are not to transport agency clients in their personal vehicles at any time. The Field Education Program strongly encourages students and agencies to notify the field liaison of any safety incidents that affect students in the field.



Sexual Harassment Policy

Because students in field internships may not be covered by agency rules and procedures regarding sexual harassment, these guidelines are established to address students' claims of sexual harassment during internships.

Sexual harassment is a form of sexual discrimination prohibited by Title VII of the Civil Rights Act of 1964. Whether the harassment comes from the field educator or any other agency employee, it is destructive to the learning and working environment, demoralizing, and adversely affects students' performance in their internship.

Even if the agency has no sexual harassment grievance policy, students may file sexual harassment complaints directly with the Office for Civil Rights, U.S. Department of Education, or file a lawsuit. Students may also contact the Title IX Office within the University to report sexual misconduct at *knowmore.fsu.edu/title-ix/meet-title-ix-office-staff/*.

DEFINITION

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as: Unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors, or physical conduct of a sexual nature constitutes sexual harassment when any one of three criteria is met:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's continued internship.
- Submission to or rejection of such conduct is used as a basis for decisions or assessments affecting the individual's welfare as a student placed in the agency.
- Such conduct has the purpose or effect of unreasonably and substantially interfering with the individual's welfare, academic or professional performance, or creates an intimidating, hostile, offensive, or demeaning workplace or educational environment.

FORMS OF SEXUAL HARASSMENT

Sexual harassment may take a variety of forms, ranging from subtle pressure for sexual activity to physical assault. Conduct defined as sexual harassment includes, but is not limited to, the following:

- Threats of, or intimidation by, unwilling, non-mutual sexual contact.
- Continual or repeated verbal abuse of a sexual nature, including graphic commentaries about a person's body, sexually degrading words to describe the person, or propositions of a sexual nature.
- Threats or insinuations that the person's employment, grades, wages, promotional opportunities, classroom or work assignments, or other conditions of a continued internship may be adversely affected by refusing sexual advances.
- Sexual harassment may be physical, verbal, or nonverbal.
- Physical touching, holding, grabbing, hugging, kissing, "accidental collisions," other unwanted physical contact, and, in the worst cases, physical assault and rape.
- Verbal offensive jokes, offensive language, threats, comments, or suggestions of a sexual nature. Nonverbal staring at a person's body, leaning over the intern at a desk, offensive gestures or motions, circulating sexually suggestive letters or cartoons, and other sexually oriented behavior.

CONSENSUAL RELATIONSHIPS

Students and faculty members/field liaisons are expected to conduct themselves in a manner that reflects favorably on the College of Social Work. What students or faculty/field liaisons may choose to do in private is outside the boundaries of the college relationships. As a result, they may not be subject to disciplinary action for having private contact. However, if a faculty member, field liaison, or student's conduct on personal time subjects the college to criticism or prevents students from performing properly during the internship, the college is justified in taking corrective action.

Consensual sexual relations between faculty/field liaisons and students or between agency employees and students are not appropriate during an internship, even though they may be accepted in other settings. It is against Florida Law for a supervisor to have a sexual relationship with a supervisee (intern). Furthermore, the authority field liaisons or agency employees exercise over interns exacerbates the situation. If interns level a charge of sexual harassment over a relationship that once was consenting, the burden of proof may be on the alleged offender to show that the relationship was, in fact, consenting.

FIELD AGENCY'S RESPONSIBILITY

Sexual harassment of any College of Social Work student intern by any field educator, employee, or representative of the field agency is not tolerated. The agency must inform the fie liaison of the incident, and the field office must ensure a report is made to the Title IX office.

STUDENT'S RESPONSIBILITY

Respond to the problem. Students should make their feelings absolutely clear. Sometimes people do not realize they are offensive, and the student should feel free to give them feedback on their inappropriate behavior.

Record the times, places, and specifics of each incident, including other people who might have observed the event or the students' reactions.
Report sexual harassment immediately to the Office of Field Education and/or the field liaison. If the perpetrator is the students' agency supervisor, contact the field liaison and/or the Director of Field Education, the agency supervisor's immediate superior.
Students should remember that they are a part of the workplace and be certain that they themselves are not involved in any inappropriate behavior. Students are also subject to the same sexual harassment policies as agencies and faculty, and they should be aware of their own behavior during the internship, as they, too, can be accused of sexual harassment by the agency, faculty, and/or clients. A rule of thumb is to respect the dignity of coworkers and clients.

Students should also refrain from jumping to conclusions based on someone's dress or physical appearance. If they are unsure of someone's intentions or behavior, ask for clarification. Remember, "No" always means "NO."

If the internship agency has no formal sexual harassment policy, or if the policy has not been submitted to the Office of Field Education as required, the College reserves the right to participate in decisions regarding how allegations of sexual harassment are handled by the field internship agency. A meeting requiring students to confront their alleged violator will be allowed only with the expressed consent of the student, the Director of Field Education, or the director's designee.



Termination Policy and Procedures

Performance problems that result in termination from an internship vary greatly. They generally reflect non-compliance with established agency policies and procedures, ethical work performance issues, or violating the above-stated expectations.

POLICY STATEMENT

The purpose of this policy is to:

- Identify the role of the student, college, and agency in the process of termination of a student from an internship as a result of performance issues.
- Specify the reasons for terminations from an internship as a result of performance issues and the actions to be taken when a termination occurs.

STUDENT EXPECTATIONS AND RESPONSIBILITIES

- Students will meet the learning objectives associated with their specific field education course (BSW SOW 4510, MSW Generalist SOW 5532, MSW Clinical SOW 5535, or MSW Social Leadership SOW 5535). These objectives are available on the College of Social Work website under the Field Education tab. Each student is responsible for obtaining, reviewing, and understanding them. If students need clarification regarding field learning objectives, they should address any questions or concerns with their field liaison.
- Students must attend all mandatory Field Planning meetings (on campus) and field planning webinars (for online students).
- Students will comply with all agency policies (dress codes, body adornments, tattoos, etc.) and procedures, including but not limited to onboarding tasks that may include physicals, drug screenings, professional liability insurance, immunizations, fingerprinting, criminal background checks, etc.
- Students must read and adhere to the College of Social Work's Office of Field Education Policies and Procedures in the Field Manual.
- Students must abide by the National Association of Social Workers (NASW) Code of Ethics.
- Students must advise the agency field educator and/or their field liaison of any difficulties encountered in the internship.
- Students will complete an educational plan for the internship in collaboration with their MSW field educator and/or task supervisor.
- Students will complete a student evaluation of the internship form at the conclusion of the internship.
- When applicable, students will follow all requirements of the Performance Improvement Plans, outlined verbally and/or in writing by the field educator and/or field liaison, within the time frame specified.

The College of Social Work will meet the following established expectations:

- The student's field liaison will provide assistance and guidance for any student issues or concerns. The field liaison is responsible for maintaining regular contact with the student and agency and will require one midterm liaison meeting to include the student, MSW field educator, and task supervisor, where applicable. The field liaison will consult with a field director for additional guidance when necessary.
- The College will review all sides of the issues presented in termination and make appropriate recommendations.
- The College will comply with the University's General Academic Appeals process.
- All College directors and administrators will comply with Florida Statutes §228.093 regarding the confidentiality of students' records.

TERMINATION PROCEDURES

Performance problems will be addressed in the following manner:

- The MSW field educator and/or task supervisor will review student performance regularly. If performance problems are identified (orally or in writing) by the field educator or task supervisor, specific examples of concern and recommendations for improvement will be made (if applicable), and consequences of failure to meet expectations will be communicated to the student promptly. The field liaison should be informed of any concerns regarding a student's performance.
- The field liaison will guide the student and/or MSW field educator by telephone, in person, or via Zoom. It may be necessary for the field liaison to share past academic and performance information. A Performance Improvement Plan (PIP) may be required depending on the seriousness or severity of the student's performance issues. The PIP plan should outline specific areas of concern, including detailed, measurable tasks to address these issues and set a timeline for expected improvements. Additionally, the plan must specify the consequences if the student fails to meet the outlined requirements. The student's failure to meet the requirements of the PIP may result in termination from the internship.
- It is the right of any agency to terminate an internship with no prior notice if they feel they can no longer work with the student. If an agency decides to terminate a student from an internship, the MSW field educator must communicate in writing with the student and the field liaison. The field director will consider a second internship with clear expectations, which will be provided to the student.
- If a student is terminated for any reason, they will not be placed in a new internship in the same semester in which they were terminated. We will attempt to place the student in the following semester, but depending on the termination time frame, the student may have to delay an additional semester.
- The student will receive an unsatisfactory grade for the field course and be responsible for any incurred tuition costs. The student will receive an Incomplete for the accompanying seminar course, which will be completed in the semester the student is re-enrolled in another internship. Students will be deactivated from their current seminar course in the Canvas Online Learning Management System. Should a student be terminated, they cannot drop or withdraw from the associated field instruction course (SOW4510, SOW5532, SOW5535) after the field placement agency provides a termination notice.

TERMINATION PROCEDURES CONTINUED

Performance problems will be addressed in the following manner continued:

- Each criterion included in the student's evaluation form is essential. Therefore, students must receive ratings of "3" (Satisfactory) or above in the field evaluation in the course. Midterm and final evaluations with areas rated "1" or "2" indicate the student must demonstrate improved performance to pass the course.

Performance problems will be addressed in the following manner:

- If the student receives 1s or 2s on the midterm evaluation, the field liaison will address the concerns with all parties to determine whether a Performance Improvement Plan (PIP) is warranted. If all parties agree on a resolution, the ratings of 1s or 2s should be reviewed, and the evaluation should be resubmitted to reflect any improvements.
- If the student's performance does not meet minimum expectations by the due date of the Performance Improvement Plan and final evaluation, the MSW field educator will complete the narrative portion of the evaluation specifying the reasons for the student's failure to meet expectations and the quantitative portion will indicate the inadequate or unsatisfactory areas of performance (all scores rated "1" or "2"). The agency field educator can recommend a grade of "I," Incomplete, or "U," Unsatisfactory in the field education course (SOW4510, SOW5532, SOW5535); ultimately, final grades are determined and submitted by the field liaison.
- If the student is demonstrating significant progress in the identified problem areas of performance but has yet to obtain the goals set, an "I" grade may be assigned, and the student would remain in that internship for a period specified by the MSW field educator and the field liaison. If the student consistently completes satisfactory work at the end of the specified time, a grade change will be submitted, changing the "I" to an "S"; the student, the MSW field educator, and the field liaison will decide how the hours will be completed before the grade is changed to an "S."
- At times, it might be unsuitable for the student to continue in the same internship. If so, the student will be placed in a different agency, as decided by the field liaison and/or field director. A second internship would be contingent on disclosure of the student's performance problems, and a copy of the last field evaluation form can be provided to the new MSW field educator. The Office of Field Education reserves the right to refrain from offering a second internship due to student performance issues and/or the student's refusal to allow college representatives to share information about the termination with the new internship agency.

TERMINATION PROCEDURES CONTINUED

If the student is assigned to a new internship after earning an "I" or "U" in the first internship, the student will be required to complete the total number of hours required for the course. There are exceptional cases of illness where a physician has documented a reason for hours missed or in cases where there were extenuating circumstances at the internship, and the director of field education will negotiate with the student "hours credited" from the first internship.

The College WILL NOT offer a third internship for any single field education course, and the student will be dismissed for reasons other than academic performance if terminated from two internships. The College of Social Work reserves the right to deny a student a second internship based on student performance issues and other pertinent information. The student has the right to appeal the decision through the General Academic Appeal Process. Students will not be permitted to register for any social work course until the academic appeal process for a field education course is complete.

FSU

COLLEGE OF SOCIAL WORK

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Updated: 8/26