

**SHIPPENSBURG UNIVERSITY - BSW
KEY ETHICAL GUIDELINES FOR PRACTICUM PLACEMENT**

All those taking part in internship 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, instructor, supervisor, 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 profession (NASW Code of Ethics), 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 instructor or the placement supervisor. At a minimum, students agree to adhere to the following principles:

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 area are cases in which the client may be dangerous to themselves or others and in cases of child 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. Interns 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.
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 clinical situations are beyond their knowledge or ability. When such situations arise, interns will seek assistance from their supervisors and instructor.
3. *Identification as Practicum Student.* Students will explicitly identify themselves as interns 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 of their work 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 clinical work with persons with whom they are already involved in other types of relationships. Such “dual relationships” may inhibit their effectiveness and may jeopardize both the client and the trainee. For example, it would not be ethical for a trainee to take as a client someone who was a fellow student in class. Similarly, coworkers, friends, and others 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. They 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, they should inform their placement supervisor and instructor.

8. *Ethics Discussion with Field Instructors.* Students must discuss the ethical standards of their placement with their supervisor. Space is provided at the bottom of this form to indicate that such discussions have taken place and the intern has been informed of ethical expectations.

By signing below the intern agrees to adhere to the guidelines listed above as well as those of the professional discipline and the specific placement agency.

Social Work Intern Signature _____ Date: _____

Site Field Instructor _____ Date: _____

Faculty Liaison _____ Date: _____