

PROFESSIONAL GUIDELINES IN SOCIAL WORK

Demonstrating professionalism in the social work industry comes in many forms. Please review the following professional expectations—to be used as guidelines during the MSW program and in the social work field.

1. Attendance:

Students are required to attend all classes each semester, however students are permitted to miss two (2) classes without penalty. If a student is sick or injured and has a note from a physician, this will count as an excused absence. If a student misses class due to observance of a religious holiday/experience, this is also considered an excused absence. Active participation is a requirement in all courses. For classes that grade on participation, students will lose one point after the third unexcused absence and will continue to lose one point thereafter as applicable.

At the practicum site, students are expected to follow their approved schedule, which includes arriving on time, participating in meaningful work, leaving at designated time, and completing assigned tasks as instructed.

If a student experiences a short-term illness or death of an immediate family member and is absent from field placement, making up the missed hours should be negotiated between the field instructor and student. Alternate assignments, trainings, and other relevant opportunities could be used to make up hours. If a student is absent from or anticipates being gone from the placement site for an extended period (more than 1-2 weeks), and it could impact the student earning enough hours, the student must notify the field education director.

Initial _____

2. Virtual Platform:

When using any virtual platform, including online class, meetings with a professor/field instructor/client/community partner/fellow student, etc., your background must be free from inappropriate or personal items and your actions/behavior must be professional. This includes:

- Not drinking alcohol or smoking/vaping during meeting
- Having your whole face on camera and camera remaining active for the entire meeting.
- Sitting at a desk or table –no driving in a car or walking around a store

Using confidential spaces—those unrelated to your meeting are not permitted to be present.

Appropriate and professional/business attire

Initial _____

3. Substance Use:

Legal and illegal substances are not permitted on campus and therefore are not permitted at your internship. No substances of any kind may be used before or during class or internship hours.

Initial _____

4. Professionalism:

Students are expected to demonstrate professionalism during classes, lectures, speakers, and practicum and related activities. This includes:

Not doing other work while in class or at practicum site

Being engaged and paying attention, focused on class and presenter

Limit side conversations with peers during class

Cell phone use is not permitted during class— if there is an urgent matter, students should step out of class to return a phone call or text message.

Initial _____

5. Language:

Students are expected to be respectful, use professional language with all professors, colleagues, and students in class, at all times.

Initial _____

6. Non-Students:

Only students registered for the course are permitted to be in the classroom. No outside children or adults are permitted in any class or in any internship space. If there is an issue, students must discuss it with the site supervisor and/or professor.

Initial _____

I understand that mastery of each of the 9 Social Work Competencies are required in order to move from generalist year to specialization/advanced year of program. By signing this form, I confirm understanding of the expectations and will follow the above professional guidelines.

Student Signature

Date