

PROFESSIONALISM IN SOCIAL WORK

Demonstrating professionalism in the social work industry comes in many forms. Please review the following professional expectations—to be used for the remainder of the MSW program and into your career as a social worker.

1. Attendance: Every class is important, and students are expected to attend ALL classes and be on time. However, if there are unforeseen circumstances, students are permitted to have 2 excused absences (doctor's note, work crisis-note provided by supervisor, or family emergency). Once 2 absences have been reached, you will be required to have a meeting with the professor. If the student is more than 20 minutes late, it will count as an absence. If the student is 10-19 minutes late more than 4 times, the student will be required to meet with the professor. It is the student's responsibility to obtain missed work. Please do not email your professor asking what was missed. Initial _____
2. Virtual Platform: When using any virtual platform for a professional reason, including meetings with a professor, field instructor, client, community partner, fellow student, etc., your background must be free from inappropriate items and your behavior must be professional. This includes:
 - Not drinking alcohol or smoking/vaping during meeting
 - Your whole face is seen on the screen and your camera is turned on for entirety of meeting –you should sit at a table or desk
 - There should not be anyone else in the room while you are participating in a meeting unless prior authorization has been provided
 - Appropriate and professional attire should be worn at all times 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. Attention: Students are expected to demonstrate professionalism during classes, lectures, and speakers. This includes:
 - Not doing other work while in class

- Limit side conversations with peers
- 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, using professional language to all professors 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, student must discuss with the site supervisor and/or professor.

Initial _____

I understand that that all MSW students must show that they have mastered each of the 9 Social Work Competencies in order to move from generalist year to specialization/advanced year of program.

Initial _____

By signing this form, you are confirming that you have reviewed and understand the expectations and will follow above professional guidelines.

Student's signature

Date