

Cal State San Marcos
MSW Program Guidelines and Limitations for Student Field Placement

As you begin your field experience with a community organization, school or health center, you are probably eager to get involved and to make a difference in the lives of people with whom you work and the organizations in which you serve. We expect you will view yourself as a representative of California State University San Marcos in the community. Carefully read through and abide by the following guidelines created to assist you in having the best and most productive field experience possible:

1. *Ask for help when in doubt.*

Your site or field supervisor understands the issues at your site and you are encouraged to approach her/him with problems or questions as they arise. They can assist you in determining the best way to respond in difficult or uncomfortable situations. You may also contact your instructor or your instructor's support staff with questions concerning your placement.

2. *Be punctual and responsible.*

Although you are not being compensated for your time spent on your community assignment, you are participating in the organization as a reliable, trustworthy and contributing member of the community team. Both the administrators and the persons whom you serve rely on your punctuality and commitment in completing your hours over the entire course of the semester.

3. *Call if you anticipate lateness or absence.*

Call your site supervisor if you are unable to come in or if you anticipate being late. Again, the site will come to depend on your contributed services and will be at a loss if you fail to come in as scheduled. Be mindful of their needs.

4. *Respect the privacy of all clients.*

CSUSM students may be given access to confidential information as part of their projects. Students will work with their site or field supervisor to make sure they have a good understanding of what information should be considered confidential including, but not limited to, all organization documents, emails, presentations, client lists, and any communication marked for proprietary or confidential use only. If you are privy to confidential information with regard to the organization and/or people with whom you are working you must treat it as confidential and follow all codes and standards of ethics that apply. You will not disclose to any person or organization, reproduce, or use any information furnished by the organization other than for the purposes related to your course assignments or CSUSM approved project. You will use pseudonyms in your course assignments and CSUSM projects if you are referring to clients or the people you work with.

5. *Show respect for the community organization or school for whom you work.*

Placement within a community organization or school is an educational opportunity and a privilege. It is imperative that you conduct yourself in a professional and ethical manner by respecting the rights and confidentiality of your supervisor, co-worker(s), and clients.

6. *Be appropriate.*

You are in a fieldwork situation and are expected to treat your supervisor, co-worker(s) and clients with courtesy and kindness. Dress comfortably, neatly, and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other scholars to follow as part of Cal State San Marcos's ongoing learning programs.

7. *Be flexible.*

The level or intensity of activity at a field experience site is not always predictable. Your flexibility to changing situations can assist the operation to run smoothly and produce positive outcomes for everyone involved.

8. Comply with ORGANIZATIONS requirements for immunizations and test, including but not limited to health examinations, rubella, MMR, tuberculin skin test and chest x-ray, if determined appropriate by ORGANIZATION. Student shall also follow ORGANIZATION's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions.

9. I understand and acknowledge that neither the University nor the ORGANIZATION assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.

10. In addition to the above expectations, as a participant in your field experience class you are also responsible for the following limitations.

- NEVER report to your service site under the influence of drugs or alcohol.
- NEVER give or loan client money or other personal belongings.
- NEVER make promises or commitments to a client you cannot keep.
- NEVER give a client or organization representative a ride in a personal vehicle or University vehicle unless the person is authorized for transport.
- DO NOT transport a child by yourself.
- NEVER tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
- NEVER tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of the age, race, gender, sexual orientation, or ethnicity.

I, _____, have reviewed the above Guidelines and Limitations. I agree to abide by

 PRINT NAME
 the above Guidelines and Limitations while participating in my student field placement experience at _____ as part of
 _____ ORGANIZATION
 _____ for _____ at California State University San Marcos effective from _____ to _____
 Course Number Course Name

 STUDENT SIGNATURE DATE

APPROVED BY

 ORGANIZATION FIELD INSTRUCTOR SIGNATURE DATE FIELD DIRECTOR SIGNATURE DATE

NOTE: Students must complete this form with Field Instructor and return the original to the MSW Program Director of Field Education. Leave a copy of this form with the Field Instructor.

In case of student injury, contact: University Police at 760 750-4567