



WMU School of Social Work

Field Education Policies – Quick Reference

Liability & Insurance

- University Liability Coverage: WMU provides liability insurance for students in field placement.
- Health Insurance: Students are responsible for their own health coverage.
- Transportation/Vehicle Use: Students must carry their own auto insurance if driving for placement purposes.

Risk Management & Safety

- Incident Reporting: Any accidents, injuries, or critical incidents must be reported immediately to the field supervisor and Faculty Liaison, and documented through WMU's official reporting system.
- Safety Protocols: Students must follow agency safety procedures and notify supervisors if they feel unsafe.

Professional Conduct

Students must adhere to:

- [NASW Code of Ethics](#)
- [WMU Professional Standards](#)
- Agency policies

Breaches (e.g., confidentiality violations, unprofessional behavior) may result in review by the [Professional Review Committee \(PRC\)](#).

Confidentiality

- Client information must remain confidential per agency and legal standards (HIPAA, FERPA where applicable).
- Written work (process recordings, assignments) should use **initials only**, not full names.

Supervision

- Individual Supervision: Required at least **1 hour per week** with a qualified supervisor (per CSWE standards).
- Group Supervision: Allowed but should not replace individual supervision.



Placement Hours & Attendance

- Students must meet the required field hours (as outlined for BSW/MSW foundation or concentration levels).
- Attendance: Students follow the agency schedule, notify supervisors of absences, and make up missed hours.

Academic Performance & Evaluation

- Students must demonstrate competency in all CSWE practice behaviors before completing field placement.
- Learning Contract: Required, used as a guide for evaluation.
- Evaluations: Midterm and final evaluations required each semester.

Grades & Incompletes

- Field placement is graded as Credit/No Credit.
- Incomplete Grades: Students may receive an "I" if requirements are not completed, but must finish within 90 days (extensions possible up to 1 year with documentation).

Placement Changes / Interruptions

- Students may request placement changes only for serious concerns (e.g., safety, supervision issues).
- The process includes consultation with the Faculty Field Liaison and Field Director.
- Leaves of absence or deferrals require approval through WMU.

Problem-Solving Flow

- Student discusses concern with Field Supervisor.
- If unresolved, involve the Faculty Field Liaison.
- If still unresolved, escalate to the Field Director.
- PRC review may occur for professional conduct issues.