

Ethical Guidelines and Professional Expectations for Practicum, Internship, and Field Experience Students Wake Forest Department of Counseling

All those taking part in practicum, internship, and field experience opportunities are expected to adhere to certain guidelines for ethical, responsible, and professional conduct. These ethical principles benefit and protect you, as well as your clients, placement agencies, supervisors, and the university. We are emphasizing some basic guidelines on this form, but this is not an exhaustive list. You are expected to learn and adhere to the broader ethical guidelines dictated by ACA or NOHS, as well as the guidelines specific to your placement agency and/or as outlined by ASCA. If, at any time, you have questions about ethics or responsible conduct, you should immediately contact your university or site supervisor/mentor. At a minimum, you agree to adhere to the following ethical principles:

Ethical Guidelines

Please initial to indicate your understanding of, and agreement to adhere to, each ethical item.

_____ **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 are in cases in which clients may be dangerous to themselves or others and in cases of child or elder 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 by the courts to be released. You must familiarize yourself with, and adhere to, confidentiality procedures of your placement and the laws of the state. Case material discussed in class must be prepared in such a way that confidentiality is maintained. All discussions of client-related issues that occur during group supervision are confidential and are not to be shared outside the group setting. *Notify your site and university supervisors before any action is taken in the event confidentiality must be broken in accordance with legal requirement, e.g., reporting child abuse.*

_____ **Recognition of qualifications and limitations.** It is important to recognize the limitations to your training and abilities and not exceed these limitations in your work with clients. When clinical/field experience situations are beyond your knowledge or ability, seek assistance from faculty or site supervisors.

_____ **Appropriate Identification.** For counseling students, identify yourself as a counselor-in-training to your clients in reports and in other professional activities. For human services students, identify yourself as a human services professional-in-training. Do not misrepresent your training, qualifications, or status. Because you will be at a placement for a limited time, inform clients and/or other individuals to whom the information is applicable of that limitation at the outset of your interactions with them, and take it into consideration when making forward-facing decisions that will affect them.

_____ **Record keeping.** You will accurately and reliably maintain written and other records required by the placement agency. You will submit monthly logs to your lead instructor on a timely basis (defined as one week past the end of the month).

_____ **Dual relationships.** Refrain from clinical/field experience work with persons with whom you have other types of relationships. Such dual relationships may inhibit the effectiveness of your work and may jeopardize both the client and yourself. For example, coworkers, friends, and fellow students should not be seen as clients.

_____ **Prohibition regarding sexual conduct or harassment.** Under no circumstances should you become involved in a sexual or romantic relationship of any sort with clients at your site location. It is important also to refrain from sexual harassment and to respect the sensitivity of others regarding sexual matters.

_____ **Self-awareness and monitoring.** Monitor your own emotional and physical status and be aware of any conditions that might adversely impact your ability to serve your clients or site locations. If such conditions arise, inform your faculty and site supervisor.

_____ **Ethics discussion with site supervisor.** Discuss the ethical standards for your placement before performing any clinical work. Space is provided at the bottom of this form to indicate that such discussions have taken place and you have been informed of ethical expectations.

Professional Expectations

Please initial to indicate your understanding of, and agreement to adhere to, each item.

_____ I understand I am NOT permitted to make any formal contact with sites or site supervisors prior to receiving explicit permission from the Clinical Program Manager to contact specifically agreed upon sites.

_____ When in doubt about procedures, I will ask the Clinical Program Manager before taking any action regarding clinical/field experience placement.

_____ I understand that I should consider a multitude of factors when considering a clinical/field placement site. Factors of primary importance include the quality of site supervision, my educational and career goals, and the quality of clinical/field experiences available at the site. Factors which may be of less importance include site location, site hours, and student familiarity with the site. I understand that my site and site supervisor must be approved by the Clinical Program Manager.

_____ During the site interview process, I must communicate the clinical/field placement site requirements to the site supervisor, including taping, space, caseload, site supervision, and developmental needs. I will refer to the Clinical or Field Experience Manual, and the Site and Supervisor Agreement forms for these details.

_____ I understand it is my responsibility to review and submit all required clinical/field experience forms and review the Clinical/Field Experience Manual and the Student Handbook (both of which are available here <http://college.wfu.edu/counseling/forms/forms-for-current-students/>) before beginning any clinical/field experience.

_____ I have read the social media section of the Department's Student Handbook and understand the policies and expectations outlined.

_____ I am expected to conduct myself professionally at all times during the clinical/field experience placement selection process, as well as during the practicum/ internship/field placement experience itself. I am a representative of Wake Forest University and the Department of Counseling. Policies and procedures of the University, the Department, and the site should be strictly adhered to throughout the placement experience.

_____ I understand professionalism includes appropriate dress for the workplace. It is my responsibility to inquire about and adhere to site policies regarding dress. "Business casual" is the most commonly defined dress code.

_____ I understand professionalism also includes becoming educated about and adhering to all site guidelines including (but not limited to) policies about scheduling, sick days, appropriate use of electronic devices (computers, cell phones, etc.), paperwork, client emergencies, personal emergencies, etc.

_____ I understand it is my responsibility to stay current with requirements outlined by my state's regulatory agency to determine if additional requirements for site supervisors and clinical experiences are being met. * Licensure requirements may change without notice. This information can be obtained from the sources listed:

- State Professional Counselor Licensure Boards
- State School Counselor Certification and Licensure Agencies

_____ I have read, understand, and agree to adhere to the policies and information outlined in the Department's Student Handbook and the Clinical/Field Experience Manual.

_____ I understand that the WFU Department of Counseling Faculty and Clinical Program Manager, in conjunction with supervisors, possess the professional judgment necessary to determine whether a student is suitable for the field of counseling (e.g., making progress toward self-awareness and serving his or her future clients ethically and professionally). I understand my professional disposition (e.g., openness, flexibility, cooperativeness) will be evaluated by my instructors and supervisors during clinical experiences and at other points in the program. I understand the WFU Department of Counseling may require that I cease participation in clinical experiences at any point should ethical or professional concerns arise regarding me or my clinical placement site.

By signing below, I agree to adhere to the guidelines listed above, as well as those of the professional discipline and specific placement agency, school, or field experience site.

WFU Student Signature: _____ Date: _____

Ethical Guidelines adapted from:

Baird, B.N. (1999). The internship, practicum, and field placement handbook: A guide for the helping professions (2nd ed.) (pp. 193 – 194). Upper Saddle River, NJ: Princeton Hall.

*Licensure requirements generally do not apply to Human Services Field Experience students.