In the event a problem should arise with the placement, the initial problem solving should begin with the Field Instructor and student. If this is unsuccessful, they are to inform each other of their intention to ask for additional help and contact the Field Advisor. The Field Advisor has the responsibility to mediate the problem. In most circumstances, the Field Advisor will then schedule a joint conference with the student and the field instructor to explore, in depth, their concerns. This conference should occur before the student, agency, or School initiates any action.

During the joint conference, an action plan should be developed which includes: a clear identification of problems in learning and teaching; specification of learning objectives to be achieved and behavior changes expected; any necessary actions and procedures to be taken; and a time frame to review the progress made on the action plan.

If after a joint conference with the student, Field Instructor, and Field Advisor, it is believed that termination is the only recourse, then the placement will be ended and an alternative plan will be developed for the student.

The student in concert with the Field Advisor (and field instructor, when possible) must work together to professionally terminate the field placement. Any student who prematurely ends a field placement without the approval of the Field Director risks receiving a failing grade and not being placed in another setting and being terminated from the program.

It is expected that most placement concerns can be resolved through a joint conference process. However, as agencies voluntarily supervise students, they have the right to terminate an internship with no prior notice if they think that they can no longer work with the student.

If a student is terminating a field placement and leaves the placement prior to the mid semester break the field instructor should provide a brief written performance evaluation. If a student leaves the placement after mid-semester break, the field instructor should evaluate the field work performance using the appropriate field education performance evaluation form.

Students who have been approved for reassignment of their field placement are required to update their planning guide and resume prior to being assigned a new placement match. When re-matching the student to a new agency, it may be necessary to share information regarding the previous placement experience with the prospective field instructor. If applicable, the field office will share information regarding student performance outcomes that may need improvement and the student’s perceived insight and recognition of the need for improvement in these specific areas. When the reassignment of the student is due to student poor performance, only one additional reassignment will be made.

The student will be required to make up any elapsed time missed from the required number of field hours. Additionally, the student will be required to participate in additional orientation hours at the new placement. The length and scheduling of this time is to be negotiated with the Field Office and the agency to which the student is reassigned.
In egregious circumstances, the student will be referred to the Committee on Students’. Examples of reasons a student may be referred may include: uncertainty about the student’s fit for the social work profession, a pattern of inappropriate behavior, criminal behavior, violations of the Student Conduct Code or the Student Academic Misconduct Code, violation of the NASW Code of Ethics, a pattern of disruptive or otherwise problematic behavior, an inability to receive feedback and change behavior, addictive behavior and/or psychological instability. Either temporary or permanent denial of reassignment into a field setting can be made when the reassignment would seriously jeopardize the integrity of the social work program, the educational standards of the School, the field agency, the profession or be considered potentially harmful to the clients with whom the student would be working. No placement reassignment will be considered without the recommendation of the Committee on Students and approval of the Dean.

Depending on the results of the Committee, the student may be required to complete additional tasks in order to be reassigned to field placement. The need for additional requirements will be presented to the student both orally and in writing.