



**East Carolina University**  
**College of Human Ecology**  
**School of Social Work**

**Attendance in Field Education Placement**

The Field Education attendance requirements in field placements per semester are:

- BSW placement - 32 hours per week at the agency
- MSW placement - 24 hours per week at the agency

These hours are in addition to mandatory attendance at student Field Orientation. Students are expected to complete the clock hours for the number of credits for which they have registered, spread equally across the semester. Any exceptions must be approved by the Office of Field Education. Field begins the first day of classes and ends on the last day of classes as stated in the University Calendar.

The field placement is designed for:

- BSW placement - Tuesday through Friday placement schedule;
- MSW placement - Wednesday through Friday placement schedule.

Students are expected to observe agency hours and schedules. Some agencies have evenings or extended hours which may afford schedule flexibility. However, this must be worked out among the student, the field instructor, the task supervisor, and the field liaison. Agency hours exclude travel to and from the agency. Students are expected to observe the agency's policy regarding lunch breaks.

**Holidays**

The field placement schedule follows the university calendar. Students may observe all University holidays. Students should notify their agencies of any University holiday ahead of time.

Students are expected to respect agency schedules and needs. It may be necessary to adjust your schedule to fit agency holidays. For example, students placed in public schools and similar settings may take the Spring Break observed by the school or agency, rather than ECU's Spring Break.

If an agency is closed for a holiday which is not observed by the college, the student must make up those hours. Students are also expected to make up any hours they miss due to illness or personal circumstances. Absences must be reported promptly to the Field Instructor and the Faculty Field Liaison. The student must create a written plan approved by the Field Instructor and Field Liaison to address any extended absences.

**Closings/Inclement Weather**

If the agency is closed due to weather, public disasters or similar reasons, the student will receive credit for regularly scheduled hours. If the agency is not closed, but the student is unable or unwilling to go, they will be required to make up any hours missed.

**Exception:** If inclement weather or another public disaster results in a curfew, road closings or closings of the majority of agencies/services/public offices in the area of the student's residence, but not where the placement is located, this will be treated as if the agency was closed for the same reasons. The student will receive credit for the hours missed under this circumstance.

## **Liability Insurance**

Social work students are covered for malpractice through their field fees, but NOT for other liability or health insurance. *Malpractice* insurance protects and covers the student in cases of professional negligence or misconduct which results in mental or physical injury to a client. It is focused on the student's professional interactions with client systems. *General* liability insurance covers one for personal negligence or misconduct which results in injury to another. Examples are auto insurance, homeowner's insurance and business (agency) insurance, which covers an individual or worksite for injuries occurring as a result of the failure to meet reasonable standards of care and conduct. Interns are advised to carry automobile liability insurance, health insurance and other coverage as they desire. The University is not responsible for property damage to the intern's vehicle, or personal injury to the intern arising out of an incident in which the intern is acting within the scope of his/her internship and/or as an agent of the field placement agency. Also note that because interns are not employees of East Carolina University while participating in the internship, worker's compensation laws do not apply to them.

## **Transportation in Field Education Placement**

**To and from the Agency:** Students are responsible for their own transportation to and from the agency. Interns are advised to carry automobile liability insurance coverage (see Insurance above).

**At the Agency:** Unless prevented by law or agency policy, it is expected that the agency will assume the expenses for all agency delegated activities that include travel. The School of Social Work does not reimburse for field travel expenses. Furthermore, East Carolina University will not be responsible for property damage to the intern's vehicle or personal injury to the intern arising out of an incident in which the intern is acting within the scope of his or her internship and/or as an agent of the internship agency.

**Transporting clients:** Student interns are sometimes asked to use their vehicles for field work business; e.g. transporting clients, making home visits, attending court or meetings. Students who use their own vehicles for transporting agency clients are advised to check agency policies pertaining to this practice, as well as to determine the extent of their own automobile liability insurance. Multiple points on a license may eliminate the possibility of driving an agency car when normally permitted by an agency. Please note that the North Carolina State Tort Claims Act applies to passengers who are injured while being driven by an intern while that intern is acting within the scope of his or her internship and/or as an agent of the internship agency. This reduces the intern's vulnerability to lawsuits by such passengers.

## **Dress in Field Education Placement**

**For Interviews:** Field Office and placement interviews should be handled like job interviews, which require appropriate professional attire. You will be presenting yourself as a professional from East Carolina University. How you dress will represent ECU and how you might represent the agency where you have your placement. Consider wearing a coordinated outfit such as a conservative dark suit with tailored blouse or shirt and basic pumps or dress shoes.

**At Placement:** At your interview for placement, ask what appropriate dress is for interns at the agency where you will be placed. In order to be client-focused, do not present yourself in such a way as to cause a distraction. Due to the nature of field placement, dress policies vary from agency to agency.

**Follow agency dress policy!**