

**Ferris State University**  
**Social Work**  
**Master of Social Work**  
**Internship Instruction Policy**  
**Manual**



**August 2023**

## **CONTACT INFORMATION**

### **Internship Director, Main Campus**

Dr. Dana Holcomb, DSW, LMSW  
ASC 2092  
231-591-2763  
[DanaHolcomb@ferris.edu](mailto:DanaHolcomb@ferris.edu)

### **Internship Director, Northern Region**

Joanie Hazelton, LMSW  
University Center, Traverse City Campus  
FSU Social Work Office  
231-995-1715  
[JoanieHazelton@ferris.edu](mailto:JoanieHazelton@ferris.edu)

### **MSW Program Director**

Dr. Janet Vizina-Roubal, LMSW, DSW  
ASC 2094  
231-357-2817  
[JanetVizinaRoubal@ferris.edu](mailto:JanetVizinaRoubal@ferris.edu)

### **Social Work Department Chair**

Dr. Michael Berghoef, PhD  
ASC 2108  
231-591-2737  
[MichaelBerghoef@ferris.edu](mailto:MichaelBerghoef@ferris.edu)

TABLE OF CONTENTS

Introduction .....4

MSW Program

Educational Philosophy... 5

FSU Vision...5

NASW Six Core Values .....5-6

MSW Program Mission... 6

MSW Program Goals.....6

Program Practice Competencies and Learning Outcomes ..... 6

Description of Internship Placements..... 12

Role Descriptions and Responsibilities

Internship Director ..... 12-13

Agency Based Supervisor ..... 13

Seminar Instructor/Faculty Liaison..... 13-14

Student ..... 14-15

Student Internship Placement Policies and Procedures

Internship Eligibility... 15

Student Placement Procedures ..... 15-16

Integrative Seminar ..... 16

Agency Internship Placement Policies and Procedures

Agency Selection Criteria ..... 16

Rights and Responsibilities of Internship Agencies ..... 17

Agency Supervisor Criteria..... 17

Evaluation of Internship Performance

Learning Agreement Guidelines ..... 19

Intern Placement Tracking (IPT) System ..... 19

Problems in Placement and Problem-Solving Procedures ..... 19-21

Student Policies

Background Checks, Felony Convictions, Drug Testing, TB Testing, and Physicals..... 21

COVID-19 Vaccination Contract .....21

Social Work Professionalism, Ethics, and Internship Agreement.....21

Internship at Student’s Place of Employment.....22

Service Continuity...	22
Insurance Coverage .....	22-23
Technology/Social Media Use.....	23
Interpretation.....	23
Confidentiality.....	24
Dual Relationships.....	24
Personal Safety... ..	25
Research Involving Human Subjects .....	25
Ferris State University Harassment Policy.....	25-27
Consensual Relationships Between University Employees and Students .....	27

## Introduction

The purpose of this internship manual is to outline the policies, procedures, roles, and responsibilities that govern internship education for students in the Ferris State University's (FSU) Master of Social Work (MSW) Program. This manual is intended for students, agency supervisors, internship agencies, faculty, administrators, and the program advisory committee. The MSW Internship Instruction Manual is meant to be a guideline and reminder of the "learning relationship" among students, agency supervisors, and social work faculty.

These policies have been established in an effort to guide each participant in the accomplishment of the internship objectives of social work education.

Participation in internship is the direct practice portion of social work education, and the program's "signature pedagogy." It is an educationally directed, coordinated, and monitored internship experience required of all social work students. Each student is expected to progressively build upon his/her knowledge and skills from one semester to the next. During internships, students are to demonstrate knowledge, values, and skills in real life situations under supervised instruction and in accordance with their individualized learning plans. This is where the student is expected to demonstrate all they have learned in the classroom in the nine practice competencies (ethical and professional behavior; diversity; social, economic, and environmental justice; research; policy; and engaging, assessing, intervening, and evaluating practice).

Classroom learning and theoretical content are integrated with the focus on generalist practice in the foundation year and clinical practice in the advanced year. In an effort to continue the integration of internship experiences and classroom knowledge, all students will be required to attend seminar which provides continued educational and administrative support for the learning environment. Seminar is integrated into the field education course and accounts for 10 hours per semester. The seminar instructor for each student is also the faculty liaison. Seminar meets approximately three times per semester as agreed upon by the seminar professor and the students assigned to that section.

Social Work Program  
Ferris State University  
Philosophy, Vision, Core Values, Mission Statement, and Program Goals

### Educational Philosophy

The Ferris State University Mission states that our university:

*"...prepares students for successful careers, responsible citizenship, and lifelong learning. Through its many partnerships and its career-oriented, broad-based education, Ferris serves our rapidly changing global economy and society."*

We are fortunate that our Founder Woodbridge N. Ferris, who once said *"The highest work is that of social work"*, set a course for our university that resulted in a mission so consonant with our social work program. Likewise, we embrace and promote the Ferris State University Core Values of *Collaboration, Diversity, Ethical Community, Excellence, Learning and Opportunity*, which are consistent with those of our program and profession. These core values are in harmony with our professional values and are infused in our collaborative efforts with others across the university. We strive to live these values and encourage our students to put them into practice.

### FSU Vision

The FSU vision is to be "the recognized leader in integrative education, where theory meets practice throughout the curriculum, and where multi-disciplinary skills important in a global economy are developed with the result that Ferris State University will also be:

- "The preferred choice for students who seek specialized, innovative, career- and life-enhancing education.
- The premier educational partner for government, communities, agencies, businesses, and industries through applied research and joint ventures.
- A stimulating, student-centered academic environment that fosters life-long engagement, leadership, citizenship, and continuing intellectual development.
- A university that aligns its practices and resources in support of its core values of collaboration, diversity, ethical community, excellence, learning, and opportunity."

(Ferris State University, 2008.

<http://www.ferris.edu/HTMLS/administration/president/vision.htm>)

This vision is embedded in our curriculum and its realization will be evident in the practice of our graduates. Graduates will emerge as leaders and lifelong learners that are active in their communities.

### National Association of Social Workers (NASW) Six Core Values

As members of the NASW, our Code of Ethics identifies specific values to which we as a profession aspire. Our MSW program is founded on these six core values:

- Service: Social workers' primary goal is to help people in need and to address social problems.
- Social Justice: Social workers challenge social injustice.

- Dignity and Worth of the Person: Social workers respect the inherent dignity and worth of the person.
- Importance of Human Relationships: Social workers recognize the central importance of human relationships.
- Integrity: Social workers behave in a trustworthy manner.
- Competence: Social workers practice within their areas of competence and develop and enhance their professional expertise.

(NASW Code of Ethics, 2021.

<http://www.socialworkers.org/About/Ethics/Code-of-Ethics-English>

Students and faculty will adhere to the NASW Code of Ethics at all times. Students will be encouraged to join the NASW Code of Ethics during their tenure. Membership offers many benefits and students are encouraged to become part of the national organization as professional social workers.

#### MSW Program Mission

The mission of the FSU MSW Program is to educate professional social workers to be leaders in their field through promoting social and economic justice, diversity, and addressing oppressive social conditions. Graduates will exemplify the FSU Core Values of Collaboration, Diversity, Ethical Community, Excellence, Learning, and Opportunity. Graduates will be critical thinkers, able to meet the challenges of a global society through lifelong learning, innovation, political engagement, service, and community collaboration.

#### MSW Program Goals

1. Prepare social workers with the knowledge, skills, and values to be advanced social work practitioners with individuals, groups, and families, toward the enhancement of social interaction and human functioning.
2. Prepare social workers to practice without prejudice or discrimination towards those marginalized populations in the global community with respect to social work values and standards. Promote and be an advocate for social diversity.
3. Prepare social workers to engage in activities that promote collaboration and lifelong learning toward the effective performance of personal and professional responsibilities.
4. Prepare social workers with state of the art evidenced based clinical practice skills to assist people in healing trauma, while finding additional social/political solutions to meet their life goals.

#### Program Practice Competencies and Learning Outcomes

\*\*\*Note: Advanced practice behaviors are identified in bold and italicized\*\*\*

The Council on Social Work Education (CSWE) has identified nine competencies in its Educational Policy and Accreditation Standards (EPAS) that all professional social workers should be able to demonstrate. These competencies are woven into our curriculum and assessment of student learning. (CSWE Commission on Accreditation, 2015. <https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS> )

### Practice Competency #1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission and the roles and responsibilities of the profession. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

#### Social Workers:

1. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
2. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
3. Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
4. Use technology ethically and appropriately to facilitate practice outcomes;
5. Use supervision and consultation to guide professional judgment and behavior, *with emphasis on secondary traumatic stress and trauma triggers*;
6. *Understand and identify professional strengths, limitations and challenges*;
7. *Tolerate ambiguity in resolving conflicts and Apply ethical decision-making skills to issues specific to clinical social work*;
8. *Identify and use knowledge of relationship dynamics, including power differentials; and*
9. *Recognize and manage personal biases as they affect the therapeutic relationship in the service of clients' well-being.*

### Practice Competency #2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religions/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

#### Social Workers:

1. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;



2. Present themselves as learners and engage clients and constituencies as experts of their own experiences;
3. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies;
4. *Research and apply knowledge of diverse populations to enhance client well-being and work effectively with diverse populations;*
5. *Identify and use practitioner/client differences from a strengths and trauma informed perspective; and*
6. *Demonstrate knowledge of historical trauma and its impact on diverse populations.*

Practice Competency #3: Advance Human Rights and Social, Economic, and Environmental Justice. Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, and adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

Social Workers:

1. Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels:
2. Engage in practices that advance social, economic, and environmental justice; and
3. *Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and/or system levels.*
4. *Use knowledge of the effects of oppression, discrimination, and historical trauma on client and client systems to guide engagement, assessment, intervention, and/or termination.*

Practice Competency #4: Engage in Practice- informed Research and Research- informed Practice. Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

Social Workers:

1. Use practice experience and theory to inform scientific inquiry and research;
2. Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings;
3. Use and translate research evidence to inform and improve practice, policy and service delivery; and
4. *Use evidence-based practice process in clinical assessment and intervention with clients.*

5. *Participate in the generation of new clinical knowledge with respect to trauma through research and practice.*
6. *Use research methodology to evaluate clinical practice effectiveness and/or outcomes.*

Practice Competency #5: Engage in Policy Practice.

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

Social Workers:

1. Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
2. Assess how social welfare and economic policies impact the delivery of and access to social services;
3. Apply critical thinking to analyze, formulate and advocate for policies that advance human rights and social, economic, and environmental justice; and
4. *Communicate to stakeholder, administrators and/or legislators the implications of policies and policy change in the lives of clients.*
5. *Use evidence-based practice and practice-based evidence in advocacy for policies that advance social and economic well-being.*

Practice Competency #6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social Workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Social Workers:

1. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies;

2. Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies;
3. *Develop culturally responsive therapeutic relationships;*
4. *Attend to the interpersonal dynamics and contextual factors including the use of technology that both strengthen and potentially threaten the therapeutic alliance during the engagement phase.*
5. *Establish a relationship-based process that encourages clients to be equal participants in the establishment of treatment goals and expected outcomes.*

#### Practice Competency #7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of interprofessional collaboration in this process. Social Workers understand how their personal experiences and affective reactions may affect their assessment and decision making.

#### Social Workers:

1. Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
2. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
3. Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
4. Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.
5. *Synthesize and differentially apply theories of human behavior in the social environment utilizing a trauma informed perspective to guide clinical practice.*
6. *Use bio-psycho-social-spiritual theories, trauma informed perspective, and diagnostic classification systems in formulation of comprehensive assessments.*
7. *Asses clients' readiness for change.*
8. *Assess client's coping strategies to reinforce and improve adaptation to life situations, circumstances, and events.*

#### Practice Competency #8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social

workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration.

Social Workers:

1. Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies
2. Apply knowledge of human behavior and the social environment, personal-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
3. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
4. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies;
5. Facilitate effective transitions and endings that advance mutually agreed-on goals;
6. Promote social and economic justice causes through political advocacy and community intervention;
7. *Select and modify appropriate best practice intervention strategies based on continuous clinical assessment.*
8. *Demonstrate sensitivity to trauma experiences and the role of trauma when implementing interventions, goals and objectives;*
9. *Demonstrate the use of appropriate clinical techniques for a range of presenting concerns identified in the assessment, including crisis intervention strategies as needed and trauma focused as needed;*
10. *Collaborate with other professionals to coordinate treatment interventions*

Practice Competency #9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes and practice effectiveness.

Social workers:

1. Select and use appropriate methods for evaluation of outcomes;
2. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
3. Critically analyze, monitor, and evaluate intervention and program processes and outcomes;
4. Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels;
5. *Use clinical evaluation of the process and outcomes to develop best practice interventions for a range of bio-psycho-social-spiritual conditions and traumatic experiences;*
6. *Facilitate transitions and endings; and*
7. *Contribute to the theoretical knowledge base of the social work profession through practice-based research.*

## Description of Internship Placements

Students in the foundation program will have two separate internship placements. The first-year internship placement will concentrate on generalist social work practice and will mirror the placement sites utilized in the undergraduate social work program. The internship placement will span two semesters and requires 480-hours at the agency and 20 hours in field seminar (10 hours per semester).

Students entering the program as "advanced standing" students will have only one internship placement. This placement is specific to clinical social work practice. Students in either their advanced year will be in their internship over three semesters requiring 640 hours total (240 hours for the first semester, 240 hours for the second semester, and 160 hours for the third semester per semester), and 30 hours in field seminar (10 hours per semester).

## Role Descriptions and Responsibilities

The internship instruction program consists of four primary roles: the Internship Director, the seminar instructor and faculty liaison, the agency supervisor, and the student. Primary decision making for the internship instruction program rests with the Internship Director in conjunction with the MSW Program Director and the Social Work Department Chair.

Internship Director

Role: Has primary responsibility for the administration of the Internship Instruction Program.

Responsibilities:

- Development and coordination of the Internship Instruction Program.
- Coordination and placement of all students.
- Selection of new placements.
- Maintenance of current agency sites.
- Coordination and communication among all partners of the program.
- File maintenance for all sites which contains a general agency description, agency supervisor credentials and experience, and an outline of agency expectations and learning assignments. Ensure site and supervisor meets all required criteria.
- Report to faculty, as needed, on development of placement sites.
- Provide a continuing effort to expand agency placement sites.
- Provide orientation concerning all aspects of program expectations through regularly scheduled workshops, trainings, or conferences with involved agency staff. Provide ongoing training to experienced agency supervisors.
- Conduct individual student conferences for the purpose of selection and approval of an agency placement.
- Assess student strengths, needs, and interests in the process of matching each student with a placement site/internship.
- Evaluate internship agencies with input from seminar instructors, faculty liaisons, and students
- Convene the Program Advisory Committee and ad hoc student advisory committees as needed
- Consult with the Program Director on internship education/student concerns to ensure the integrity of the program.

- Prepare an annual report on the internship education program for the Program Director, faculty, and Program Advisory Committee.

#### Agency-Based Supervisor

Role: Is that of a teacher and a gatekeeper for the profession of social work.

#### Responsibilities:

- Confer with the Internship Director during the planning stages of a potential student's placement.
- Complete and sign agreement to accept student.
- Attend supervisor orientation and workshops sponsored by the social work program.
- Provide the student with a thorough orientation to the agency that addresses safety at the agency.
- Develop with the student a "Learning Plan" defining learning objectives that are consistent with the nine competencies of the curriculum as well as with the mission and service goals of the agency.
- Provide a work area, furnishings, and supplies adequate for the student's role and responsibilities as a social work professional.
- Meet with the student for a minimum of one hour per week in private supervisory conference.
- Develop and provide required learning opportunities with an emphasis on diverse assignments and challenging cases consistent with the skills and abilities of the student.
- Communicate with the faculty liaison as soon as a conflict appears with the student.
- Inform the faculty liaison of any prolonged absences or schedule changes for the field instructor or the student. Inform the field liaison of any other significant agency related changes that affect student learning or significant changes to the learning plan.
- Cooperate with the faculty liaison in arranging agency visits or other needed contacts during the student's placement.
- Evaluate the student at the completion of each semester in IPT. Evaluations are to be completed by the last week of the semester.

NOTE: Student's day-to-day activities may be supervised by someone other than the agency supervisor; however, the Internship Director and faculty liaison should be made aware of this. This day-to-day supervisor is expected to meet the same requirements and skills as the agency supervisor. Selection and approval of agency supervisors is the sole responsibility of the social work program. No person may serve as an agency supervisor for the program unless he or she is approved by the social work program. All agency supervisors are required to participate in the supervisor orientation offered by the program. The supervisor of record has ultimate responsibility for the learning and assessment of the student and is required to meet individually with the student 1 hour per week.

#### Seminar Instructor/Faculty Liaison

Social work faculty are assigned by the MSW Program Director to act as a seminar instructor and faculty liaison. Faculty are tasked with monitoring and overseeing the internship experience of the student and provide additional instruction, supervision, and support to the student and the agency.

#### Role:

The seminar instructor/faculty liaison ensures the educational integrity of the internship experience and is responsible for integrating class and internship learning. They are consultants to the agency supervisors and are responsible for keeping agency supervisors current on curriculum, policy and procedural changes. They monitor the internship experience and are the primary mediator if conflict arises.

### Responsibilities:

- Oversee the student's Learning Plan.
- Clarify the program's expectation for student learning to both the agency supervisor and student.
- Be available to the instructor and the student for immediate consultation and problem solving.
- Monitor implementation of the internship instruction objectives.
- In order to determine the student's overall progress in internship performance, visit each assigned placement, meeting with both student and agency supervisor, at least three times during the three semesters of placement. Four visits are highly recommended, with the first two being in the first semester of placement.
- Review a selection of student case recordings and/or other appropriate agency-assigned written materials.
- Based on a review of the student's written evaluation by the agency supervisor, assign the student's field instruction grade.
- Become familiar with the general policies and programs of the internship instruction agency.
- If requested, assist agency supervisor instructor in evaluating student progress.
- Initiate arrangements for agency visit sufficiently in advance of the end of each semester to allow use of the visit for providing useful feedback on student performance.
- Communicate any concerns that cannot be resolved to the internship director.
- In seminar, review knowledge of social work theory/practice.
- Review different problem-solving models, theories, and ethical issues.
- Help students become familiar with various resources and methods available for continuing professional development after graduation.
- Monitor individual student learning opportunities, activities, and client interaction.

### Student

Role: The application of knowledge, skills, and values of curriculum content to the internship at an approved social work agency placement site.

### Responsibilities:

- Students are expected to read and be responsible for the policies in this manual.
- Students are expected to read, sign, and return any required paperwork (COVID-19 vaccination contract; Social Work Professionalism, Ethics, and Internship Agreement; etc.).
- Students are responsible for meeting the criteria of any agency policy for placement, such as background checks, medical screening, etc.
- Learn about the functional responsibility in the application of knowledge, skills, and values of previous curriculum content to seminar assignments at an approved social work agency placement site.
- Become familiar with the learning outcomes as identified by the nine practice competencies and associated practice behaviors. Develop a learning plan and participate in activities that will achieve those learning outcomes.
- Interact in a competent and professional manner with client systems and with an increasing level of knowledge, skills, and values.
- Develop increased self-awareness and an objective view of personal strengths and areas needing attention, as related to the program's nine competencies and their application in the internship placement.
- Read and behave in accordance with the professional values and ethical principles as outlined in the NASW Code of Ethics and as discussed throughout the curriculum.
- Utilize supervision and other learning opportunities in an effective manner.

- Support the concept of a three-way partnership among the student, seminar instructor/faculty liaison, and agency supervisor to provide an in-depth, effective and comprehensive professional learning experience.
- Be responsible for completion of the learning plan in cooperation with the agency supervisor and for submitting the required documents.
- Must attend and actively participate in each seminar class.
- Become familiar with and adhere to the policies and procedures of the internship agency.
- When using written agency material for any purpose, obtain permission from the agency to use that material, and carefully redact any identifying client information.
- Advise the faculty liaison immediately of any problems experienced at the internship placement or any problems that may impact performance at the agency.
- Complete and submit an agency evaluation at the completion of the internship placement.
- Provide independent transportation to and from the agency.
- Assume responsibility for maintaining personal and professional boundaries.
- Make known to the faculty liaison and Internship Director any personal issues or situations which would, if the student were placed in a particular agency or with a specific population group, pose a conflict of interest or be in violation of the laws governing the delivery of human services.
- Students are covered under the University's liability policy when registered for seminar courses.

### Student Internship Placement Policies and Procedures

#### Internship Eligibility

Full-time students in both the Foundation Program and the Advanced Standing Program will begin internship immediately after starting the program. Eligibility is determined by admission criteria. To remain eligible for placement, students must achieve a B or better in all coursework and abide by all the policies delineated in the program and internship manuals, as well as abide by the NASW Code of Ethics.

Part-time students in both the Foundation Program and the Advanced Standing Program will have a one or two semester delay, depending on the program chosen. To remain eligible for placement, students must achieve a B or better in all coursework and abide by all the policies delineated in the program and internship manuals, as well as abide by the NASW Code of Ethics.

#### Student Placement Procedures

The Internship Director is responsible for seeking placement opportunities and makes the final placement decision for all students. *Students must meet with the Internship Director a minimum two months prior to being placed though these meetings often occur much earlier.* Students complete an internship application delineating their preferred target population and geographical location, as well as any known agencies they may prefer to complete their placement. All efforts will be made to accommodate student preferences, however due to the highly competitive nature of MSW internship placements, students need to understand those preferences might not be able to be wholly met.

Once an internship application is received, the Internship Director will work on securing an appropriate placement for the student. The Internship Director will contact approved agencies to determine placement possibilities. Students will be instructed by the Internship Director to contact the prospective agency supervisor for an interview. Students may have multiple interviews, and agencies may request to



interview more than one student for each available slot. Students are not to contact agencies on their own. If a student has a particular agency they are interested in, this can be discussed with the Internship Director. Students are responsible for checking their email and responding in a timely manner to both the Internship Director and any agency that is in contact related to placement. Students who fail to maintain timely responses may not be placed in an agency.

*IN ACCORDANCE WITH CSWE ACCREDITATION REQUIREMENTS, UNDER NO CIRCUMSTANCES WILL LIFE EXPERIENCE OR PRIOR WORK EXPERIENCE BE CONSIDERED AS A SUBSTITUTE FOR THE INTERNSHIP EXPERIENCE.*

### Integrative Seminar

Graduate students must attend 10 hours per semester in an integrative seminar facilitated by the seminar instructor/faculty liaison. Seminar provides additional supervision and education to the student concurrent to the internship experience. This is not a separate class, rather a part of the internship course. The 10 hours in seminar are in addition to the internship hour requirement.

Seminar dates and times will be determined by the instructor and students at the beginning of the semester. Seminars will meet at least three times during the semester, and may require on line discussion work. Seminar instructors will have stated attendance policies in the syllabi, along with applicable due dates for learning agreements and internship evaluations.

### Agency Internship Placement Policies and Procedures

#### Agency Selection Criteria

The following areas are taken into account when securing appropriate internship placements:

- The agency meets general guidelines as a social service organization that enables student practice, predominantly in direct client services. Agencies provide students with diverse practice experiences that allow for clinical practice.
- Agency function is consistent with the NASW Code of Ethics and/or professional codes of conduct by state and federal mandate.
- The agency has appropriately credentialed and experienced staff to provide the student with quality social work field instruction. The selected agency supervisor instructor possesses an MSW. If there is no MSW available for supervision, and the school determines the placement is still a viable clinical experience, the seminar instructor/faculty liaison will provide additional supervision from a social work perspective. All agency supervisors must possess an advanced degree that is clinical in nature.
- All agency supervisors participate in orientation workshops conducted by the social work program, or in individual conferences directed by the Ferris Social Work Internship Director.
- The agency is willing to commit necessary resources to the student learning experience, e.g., supervisory time, adequate physical space, desk, and supplies.
- The assigned agency supervisor is willing to engage in a three-way learning experience that includes the agency supervisor, the student, and the seminar instructor/faculty liaison.

The program recognizes how the nation's social welfare has benefited from agencies guided by special religious and moral commitments. Therefore, placements in these agencies are sought as in all others. In

preparing students for such placements, faculty instruction includes: (1) the general impact of religious and moral views on the environment and programs, (2) mission expectations of agency policies, stemming from these views, concerning student behavior and (3) students must act in accordance with ethical practices and follow the NASW Code of Ethics whether this is in accordance with the agency view or the student's personal beliefs. The Internship Director also encourages agencies to discuss the same issues when interacting with students who are being considered for placement.

#### Rights and Responsibilities of Internship Agencies

The following is list of rights and responsibilities of internship agencies:

- Provide a clinical social work experience and educational opportunity for social work students.
- Provide a written confirmation indicating acceptance of students for placement and notify the school about changes that may affect the student experience.
- Provide the student adequate orientation to the agency's personnel, policies, and procedures.
- Support the employee/agency supervisor with reduced caseloads or compensation/release time sufficient to be a competent agency supervisor.
- Honor the learning plan developed between the agency supervisor and the student.
- Provide office space, use of relevant case material, and other resources deemed necessary to adequately carry out the agreed upon learning plan of the student.
- Ensure that under no circumstances will students prescribe, administer or dispense medication.
- The agency agrees to reimburse student mileage for internship related travel and assignments. This does not include reimbursement for travel to and from the agency.
- Notify the seminar instructor/faculty liaison immediately when a student experiences serious problems at the agency and provide written notification and justification when asking a student to leave or be removed from the agency.
- An agency can refuse to accept a student for reasons pertaining to personality conflicts, or the student not being educationally prepared for the agency's tasks.
- Agencies can ask for immediate removal of a student who is determined to be a danger to the clients/consumers, disruption in the agency or who breaches confidentiality.

#### AGENCY SUPERVISOR CRITERIA

The following criteria are taken into account when looking for an appropriate agency supervisor:

- It is preferred that an agency supervisor possess either a BSW degree (foundation year) or MSW degree (clinical year). However, if the agency and agency supervisor meet all other selection criteria, and if the agency supervisor possesses an appropriate advanced clinical degree and experience in an allied area of the helping professions, an exception may be given by the Internship Director.
- Have sufficient time, commitment, and agency support for quality student instruction, including a minimum of one hour per week of private supervisory conference with the student.
- Have at least two years of experience in social work, or a closely allied helping profession, and possess a thorough knowledge of the agency's mission, programs, policies, and procedures, as well as the network of community services of which the agency is a part.
- Have a thorough understanding of the social work program's practice competencies, the role the agency supervisor has in helping the student to apply skills to agency services, and of the agency supervisor's role in evaluating the student's competence in implementing those competencies.

- Possess requisite skills for sharing in the formulation of a learning contract, for ongoing supervision, and for three-way consultation with the agency supervisor, seminar instructor/faculty liaison, and student.

### Evaluation of Internship Performance

Students receive a grade for their internship performance. The evaluation is to reflect the student performance based upon the nine practice competencies and identify areas that require further learning.

Mid-Semester Verbal Evaluation:

Agency supervisors are asked to do a mid-term verbal evaluation of the students. This evaluation should include progress and competency with regard to the learning plan, identify areas for further growth, and provide a general overall assessment of student performance. This verbal evaluation is important so students have feedback, particularly on areas of growth. It is suggested the verbal mid-semester evaluations are to cover the following topics:

- A review of assignments to date
- A review of the learning agreement and progress to date
- Summary of student's progress, including areas of strength and areas for growth
- Evaluation of the use of supervision
- Discussion of current grade, if grade were to be given

End of Semester Evaluation:

The internship evaluation is to be completed at the end of each semester, and submitted via IPT. Agency supervisors are to review the evaluation with the student to give further feedback. Agency supervisor and student sign the evaluation prior to submission to the seminar instructor/faculty liaison. The seminar instructor/faculty liaison reviews and signs the evaluation and together with information provided during the site visit, assigns the grade for the student. The grade also incorporates the student's participation in the concurrent seminar course.

The school requires that graduate students receive a minimum 3.0 grade in all their coursework, including the internship. The following is a guideline for recommending a grade (agency supervisors) and assigning the grade (seminar instructors/faculty liaisons) to the student.

- 4.0 Students who have met the internship requirements at an advanced competence level in all areas of the learning agreement.
- 3.5 Students who have met the course requirements at a competence level in all areas of the learning agreement.
- 3.0 Students who have met course requirements with emerging competence in all areas of the learning agreement.
- 2.5 Students who have not met course requirements and have made insufficient progress in the learning agreement.
- 2.0 Students who have unacceptable performance in one or more areas of the learning agreement.
- 1.5 Students who are unacceptable to the social work profession or have violated the NASW Code of Ethics and are lacking sufficient skills to become a social worker.
- "I" Students have not yet met course requirements or have not completed the required number of hours, but are expected to meet these requirements. Students must complete 75% of the

work/hours or higher in accordance with University policy.

If a grade below a 3.0 is being recommended, the seminar instructor/faculty liaison is to be notified immediately. Students who received below a 3.0 in the internship will require an academic program review.

### Learning Agreement Guidelines

The learning agreement and evaluation of internship placement performance documents are housed in IPT as one document that must be completed at the end of each semester. The learning agreement serves as an educational guide that operationalizes the nine practice competencies and behaviors. This is a written agreement between the agency supervisor, the student, and the school that delineates a personalized learning agreement that meets the students learning needs within the context of their placement agency.

For each of the nine competencies, students and agency supervisors will identify at least one activity per practice behavior for each of the semesters. The learning agreement is then the basis for the internship evaluation by semester.

The learning agreement developed between the agency supervisor and the student and reviewed and evaluated by the seminar instructor/faculty liaison. Learning agreements must be submitted by the due date and signed by all three.

A paper copy of the learning agreement/evaluation can be found here; <https://www.ferris.edu/arts-sciences/departments/social-work/msw/field-docs.htm>, though it should be noted that all plans are to be completed in the IPT program. The website homepage can be found here; [www.runipt.com](http://www.runipt.com).

### Intern Placement Tracking (IPT) System

The Social Work Department uses an on-line computer program called IPT (Intern Placement Tracking) to track students, agencies, and agency supervisors contact information and internship documents. At the beginning of the student's first semester in placement, they will receive an email indicating their username and password, as well as a link for the IPT program. Upon receiving this email, they will be expected to log in and update/add additional contact information. Following that email, students will receive additional emails indicating when they have forms that are due, for example, the learning plan and internship evaluation. All internship documentation must be completed in the IPT program. Agency supervisors will also receive an email with username and password information if they have not previously had an account.

### Problems in Placement and Problem-Solving Procedures

#### Issues/Problems with Agency Supervisor or Agency Personnel:

It is understood that there may be problems with agency supervisors or other agency personnel during the placement. It is expected that any problem or issue will be addressed in a professional and timely manner. The following procedures should be followed to ensure student due process and the continuation of a quality internship placement:

1. The student should discuss the problem in a constructive and professional manner with the agency supervisor. Direct communication and honesty are expected in the profession.

2. If the issue cannot be resolved following this discussion, the student shall immediately contact the seminar instructor/faculty liaison. The seminar instructor/faculty liaison will call a meeting between the student and the agency supervisor. Other agency personnel, as appropriate, may also attend. This meeting will take place as soon as can be arranged. As continuity of the internship is a high priority, every effort must be made to resolve the difficulties.
3. The seminar instructor/faculty liaison will conduct the meeting to try to resolve the issue.
4. If the issue still cannot be resolved to the student's and/or seminar instructor/faculty liaison's satisfaction, the student will write a letter to the Internship Director, requesting a replacement. The letter will include the reason for the request and specifically what learning needs are not being met.
5. If the issue cannot be resolved, the seminar instructor/faculty liaison shall request a meeting with the Internship Director, the MSW Program Director, and the Social Work Department Chair to discuss alternatives.

#### Issues/Problems with Student Performance:

If an agency supervisor is dissatisfied with a student's performance, the supervisor is required to immediately bring this to the student's attention verbally and in writing with a copy to the seminar instructors/faculty liaison. The seminar instructor/faculty liaison is to be contacted immediately.

#### Unacceptable Student Performance:

1. Written notification of poor performance must include performance expectations and a timeline for improvement so that the student might meet learning plan expectations prior to the end of the semester.
2. The seminar instructor/faculty liaison will immediately call a meeting of the student and agency supervisor to discuss reaching a resolution that is measurable and time framed.

If the behavior is of a serious nature, e.g. criminal and/or threatening to others the student may be terminated immediately. The seminar instructor/faculty liaison and Internship Director are to be notified immediately.

If the situation is less serious, the agency supervisor is to give a progress evaluation with action steps that need to be taken by the student. Time frames are to be stated. This information is to be provided to the seminar instructor/faculty liaison and the student.

If the behavior of the student results in termination from that placement, students will undergo an Academic and Professional Program Review. If the review results in an assessment that the student is amenable to change, placement in another agency is possible, however, no credit for hours completed will be applied to the second placement and hours from the first placement must be made up in the second placement. Students will have the opportunity to be replaced only once.

If the Academic and Professional Program Review results in a decision not to place the student in a second placement, the student will be discontinued from the MSW program. Students have the right to appeal the decision by the Academic and Professional Program Review according to the policy delineated in the Program Handbook.

### Situational Problems:

If the problem is situational (hospitalization, serious life event, etc.) a resolution must be made by joint agreement of the student, agency supervisor, and seminar instructor/faculty liaison. The recommended solution must be in writing with signatures and kept in student's file. The Internship Director may be called in for a final decision, if needed, particularly if termination is being discussed. In the event the final decision means a need for termination from the placement, it is up to the seminar instructor/faculty liaison to notify the internship director and to ensure that adequate termination /closure takes place with clients in concert with the agency supervisor.

### Student Policies

#### Background Checks, Felony Convictions, Drug Testing, TB Tests, and Physicals

Students are expected to disclose prior convictions to the Internship Director before placement. Given various laws governing work with children and vulnerable populations persons with felony convictions are usually not allowed to work in certain settings. The Internship Director would need to know this to avoid placing the student in an unlawful situation. Students are also required to inform the Internship Director of any pending legal charges, student conduct investigations, Title IX investigations, licensure investigations, or other circumstances that may impact placements. Students who fail to inform the Internship Director could be terminated from the social work program.

Increasingly, agencies are requiring students to complete background checks, drug testing prior to being placed, and may require random drug testing during the placement. Students will be required to complete an "I-Chat" background check through the State of Michigan and submit the results of this with their field application. The fee for this is \$10. Students may also be required to have a physical exam and a TB Test by some sites which may be at the student's own expense.

#### COVID-19 Vaccination Contract:

The Ferris State University Department of Social Work strongly encourages all students to receive the COVID-19 vaccine. This vaccine helps prevent serious illness and the spread of COVID-19. Additionally, this vaccine increases student safety and the safety of those around them. Recognizing that vaccination for COVID-19 is not a Ferris State University requirement but instead a strong recommendation, students are required to sign the COVID-19 vaccination contract prior to entering an internship placement. This is to indicate acknowledgement that a student's failure to vaccinate, with or without qualification for an exemption, may limit internship placement options and delay or prevent completion of degree requirements for graduation.

#### Social Work Professionalism, Ethics, and Internship Agreement:

As social workers we are gatekeepers of the profession and as such expect students to adhere to behaviors consistent with our core values and Code of Ethics. The intent of this document is to outline the department's requirements for acceptable behavior, ethical and professional conduct, and expectations of students in internship. This document should be thoroughly reviewed, signed, and returned to the Internship Director before beginning each new internship placement.

## Internship at Student's Place of Employment

In accordance with the CSWE, our Program's accreditation body, *no full-time job can be used in place of internship placement.*

The Internship Director can approve placement at the student's place of employment if the following criteria are met:

- The agency and agency supervisor meet the requirements delineated earlier in this manual.
- Student tasks performed at the agency are directly linked to the social work competency areas and only those activities count towards internship hours.
- Supervision is provided by an approved agency supervisor and is focused on student education for a minimum of one-hour per week.
- Students are employed with the agency for a minimum of 90-days before an employment-based internship can be considered for approval.
- An Employment-Based Internship Contract is signed by the student and the agency supervisor and submitted for consideration to the Internship Director. A meeting may be required to discuss an employment-based internship with the Internship Director.
- The seminar instructor/faculty liaison must be informed of this arrangement.
- Once students secure an internship, students are not permitted to switch sites. If a student transitions to employment at another agency (or another position within the agency), the student may not transfer their employment-based internship to the new site/job.

## Service Continuity

Students need to be aware that while they are students with scheduled semester breaks, these breaks may interfere with continuous service to their client population. The agency may request that student's complete internship hours during their scheduled semester breaks. Scheduled classes and exams take precedence over internship however the school does expect students to consider client needs when scheduling absences during breaks. Semester breaks are important for students to rejuvenate, just as personal vacations are important to agency personnel, and it is hoped that agency personnel would also recognize this.

At the beginning of the internship, preferably during the initial interview, agency expectations for student availability during semester breaks should be discussed between the agency supervisor and the student. The agency supervisor and the student should agree to a plan prior to beginning the internship.

When the plan includes the student providing services during the semester break, the seminar instructor/faculty liaison should be informed of this and the student must enroll in the next semester's seminar course prior to beginning this service. Students are only covered by the school's liability policy if they are enrolled in the course.

## Insurance Coverage

Students often fall into a "grey area" regarding coverage and liability issues. Because they are a student, often practicing off campus, it often becomes difficult to determine "fault" when an incident occurs. It is extremely important that the student have appropriate and adequate coverage. It is also important that the student contact either their seminar instructor/faculty liaison or the Internship Director in the case of any incidents. Please keep the following in mind:

Malpractice Insurance: Ferris State University covers all students under the University's liability insurance in the case of a malpractice claim (breach of confidentiality, acting unethical in some way that a client and/or agency may try to sue a student). The student may also want to obtain additional malpractice insurance through NASW. Details regarding additional liability coverage through NASW can be found at the following website: <https://naswassurance.org/student-member-liability/>

Health Insurance: In the case of a health-related incident at your internship (dog bite, slip/fall incident, etc.) that requires a doctor's visit, you must first bill your own insurance.

Automobile Insurance: Most agencies require that a student possess a valid driver's license and be adequately covered under automotive insurance. Agencies may request that students transport clients in agency vehicles. If an accident were to occur, students would first need to file a claim with their insurance carrier.

#### Technology/Social Media Use

Students will adhere to all the NASW and ASWB Standards for Social Work Practice found online at the link below:

<https://www.socialworkers.org/Practice/NASW-Practice-Standards-Guidelines/Standards-for-Technology-in-Social-Work-Practice>

More specifically Standard 7. Privacy, Confidentiality, Documentation, and Security states:

*"Social workers shall protect client privacy when using technology in their practice and document all services, taking special safeguards to protect client information in the electronic record."*

#### Interpretation

During the initial session, social workers should provide clients with information on the use of technology in service delivery. Social workers should obtain client confirmation of notice of privacy practices and any authorizations for information disclosure and consents for treatment or services. Social workers should be aware of privacy risks involved when using wireless devices and other future technological innovations and take proper steps to protect client privacy. Social workers should adhere to the privacy and security standards of applicable laws such as the Health Insurance Portability and Accountability Act (HIPAA) and other jurisdictional laws when performing services electronically. These laws address electronic transactions, patient rights, and allowable disclosure and include requirements regarding data protection, firewalls, password protection, and audit trails. Social workers should give special attention to documenting services performed via the Internet and other technologies. They should be familiar with applicable laws that may dictate documentation standards in addition to licensure boards, third-party payers, and accreditation bodies. All practice activities should be documented and maintained in a safe, secure file with safeguards for electronic records.

It is the student's responsibility to read and adhere to their internship technology policy. If the student's internship does not have a formal technology policy, students must discuss with their agency supervisor their informal policies regarding technology use within their agency.

Due to the public nature of Social Network Sites (SNS) students are not permitted to "friend" clients in their internship. Students are not permitted to discuss, comment, or post pictures that contain



confidential information on SNS's. It is also the student's responsibility to adhere to professionalism on SNS's. Unprofessional behavior such as negative comments regarding internship site, agency supervisors, staff/administration at the internship agency, clients, or instructors will not be tolerated. Students may be brought up for disciplinary action within the social work program and/or the university if this policy is violated.

## Confidentiality

### Client Confidentiality:

The client-student relationship assumes the consent of the client to share interactions with the agency supervisor to ensure the goals of the internship. The student should advise the client of this requirement.

Students should gain agency personnel permission to use client data or information with the seminar instructor/faculty liaison to ensure the goals of the seminar and to complete assignments.

*Students should take care to have all identifying information regarding any clients redacted from written assignments and verbal supervision in the seminar to protect client confidentiality.*

No client should be audio or video taped without the client's written permission. If the client is under the age of consent (18), a parent or guardian's consent must be obtained. Client taping should only be done with the agency supervisor's consent and authorization.

### Academic Record Confidentiality:

In accordance with the Family Education Rights and Privacy Act (FERPA), no evaluative work by a student may be released to anyone not employed by the social work program without the student's written consent.

## Dual Relationships

Dual relationships are defined as pre-existing personal and/or professional relationships that overlap with internship responsibilities. These relationships are of concern when there is a potential for either conflict of interest or negative impact on the internship experience.

When such a pre-existing relationship exists between any member of the internship team (agency supervisor, student, or seminar instructor/faculty liaison, the Internship Director must be notified immediately. It is understood that at times, these relationships are unavoidable. A plan to protect the integrity of the internship experience for the student will be put into place, including the possibility of a replacement.

Under no circumstances, should a dual relationship be started if not already existing. Excerpted from the NASW Code of Ethics:

*(d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.*

## Personal Safety

Agency supervisors will provide the student with agency policies and procedures related to safety. Agency supervisors should take care to assess any situation in which a student might be placed in a potentially dangerous environment and take appropriate measures according to agency policy to ensure the protection and safety of the student. At no time should a student be in a known dangerous situation.

A student, who has been threatened, should notify the agency supervisor or designee immediately. Any incident needs to be reported to the seminar instructor/faculty liaison or Internship Director by the agency supervisor/student.

At no time should a student go on a home visit without the agency knowing and approving of this activity.

At no time is a student to transport a client/customer without the knowledge and approval of the agency.

At no time is a student to be left alone to run the office while all other personnel are gone.

## Research Involving Human Subjects

Graduate students will complete a capstone project in their final semester of the program, and therefore may need to submit an application to the FSU Institutional Review Board (IRB) for Human Subject Research. Students will be oriented to the IRB process in their research course prior to the final semester.

An on-line training (CITI) is required to be completed prior to submitting an IRB proposal, and will be a required assignment in the Applied Research Methods course in the advanced year. This on-line training takes approximately 10-20 hours to complete, so students may want to start this process early in their academic career.

The policies and forms for IRB are located:

<http://www.ferris.edu/HTMLS/administration/academicaffairs/vpoffice/IRB/>

## Ferris State University Harassment Policy

### Student Dignity Statement:

Ferris State University expects all students and employees to conduct themselves with dignity and respect for students, employees, and others. It is each individual's responsibility to behave in a civil manner and to make responsible choices about the manner in which they conduct themselves. Harassment of any kind is not acceptable at the University. The University does not condone or allow harassment of others, whether engaged in by students, employees, supervisors, administrators, or by vendors or others doing business with the University. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, or adversely affect a person's living conditions.

To assist with the understanding of what harassment is, this Student Community Standards Code contains specific definitions of two of the more prevalent types of harassment- racial harassment and sexual harassment.

### Racial Harassment:

Racial harassment includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

- The use of physical force or violence to restrict freedom of action or movement of another

person or to endanger the health or safety of another person, unless such action is state and/or agency approved to prevent a client from harming themselves or others.

- Physical or verbal conduct, intentional or otherwise, that has the purpose or effect of (or explicitly or implicitly threatens) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities: or
- The conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, learning or living environment.

#### Sexual Harassment:

Based on the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
- Submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, living or academic environment.

While sexual harassment most often takes place in situations of power differential between persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

#### Other Types of Harassment:

The attributes of racial harassment described above are also the attributes of most other types of harassment. Harassment may be based upon a person's status that is protected by law (e.g., religion, veteran status, handicap, etc.) or may be based on some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at FSU.

#### Harassment Concerns

Any person who believes that he or she has been subjected to harassment of any kind should approach the individual whom he or she believes responsible. He or she should identify the specific behavior, explain that he or she considers the behavior to be offensive and /or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, the Department Head/Diversity Officer may be contacted.

If approaching the individual is not possible (e.g., the person who believes that he or she has been subjected to harassment is uncomfortable or uncertain as to how the situation should be handled or is concerned that the situation may become volatile), or if approaching the individual does not resolve the matter, it should then be reported immediately to an Academic Dean, the Dean of Students, the Diversity

Officer, the Director of Student Judicial Services, or the Director of Affirmative Action. If, for some reason, the person who believes that he or she has been subjected to harassment is uncomfortable discussing the situation with any of these individuals, the situation should be reported to any member of the University Administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this subpart will be subjected to discipline up to and including discharge or dismissal. Discipline may include, but is not limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this subpart will be subject to discipline, up to and including discharge or dismissal

#### Consensual Relationships between University Employees and Students

Consensual relationships of an amorous or sexual nature, that might be appropriate in other circumstances, are deemed inappropriate when they occur between an employee of the University and a student for whom he or she has a professional responsibility. For example, such a relationship would be inappropriate between a faculty member, administrator, supervisor, advisor, coach, or residential staff member and a student for whom he or she has professional responsibility. Even when both parties have consented to the development of such a relationship the relationship can raise serious concerns about the validity of consent, conflicts of interest, and unfair treatment for others and may result in serious consequences. Employees and students at the University are expected to make responsible choices. It is the policy of the University that any University employee who has professional responsibility for any students shall not assume or maintain professional responsibility for any student with whom the University employee has engaged in an amorous or sexual relationship.

Whether the relationship predated the assumption of professional responsibility or arose out of the professional association, the University employee shall immediately disclose the relationship to the relevant unit administrator. The unit administrator shall immediately arrange a meeting of the parties to the relationship to discuss alternatives for of the student, and to attempt to reach cooperatively agreement on changes that will move professional responsibility for the student to another University employee. If no agreement is reached the unit administrator shall determine and direct the best method to deal with the situation.