

Ethical Guidelines for Internship and Practicum Students **Wake Forest Department of Counseling**

All those taking part in internship or practicum opportunities are expected to adhere to certain guidelines for ethical, responsible 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 that are described on this form. These are not exhaustive. You are expected to learn and adhere to the broader ethical guidelines dictated by ACA as well as the guidelines specific to your placement agency. If, at any time, you have questions about ethics or responsible conduct, you should immediately contact your faculty or site supervisor. At a minimum, you agree to adhere to the following principles:

1. 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.*
2. 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 situations are beyond your knowledge or ability, seek assistance faculty or site supervisors.
3. Identification as counselors-in-training. Explicitly identify yourself as a counselor-in-training to your clients, in reports, and in other professional activities. Do not misrepresent your training, qualifications, or status. Because you will be at a placement for a limited time, inform clients of that limitation at the outset of therapy and take it into consideration when making decisions about counseling approaches.
4. Record keeping. You will accurately and reliably maintain written and other records required by the placement agency.

5. Dual Relationships. Refrain from clinical work with persons with whom you have other types of relationships. Such dual relationships may inhibit the effectiveness of your clinical work and may jeopardize both the client and yourself. For example, coworkers, friends, and fellow students should not be seen as clients.
6. 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 placement agency. It is important also to refrain from sexual harassment and to respect the sensitivity of others regarding sexual matters.
7. 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 clients or placement agencies. If such conditions arise, inform your faculty and field supervisor.
8. Ethics discussion with supervisor. Discuss the ethical standards for you 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.

By signing below, you agree to adhere to the guidelines listed above as well as those of the professional discipline and specific placement agency.

Counselor-in-Training Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

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.