

**Boston University School of Social Work  
Field Education Department**

You should reach out to BU advisors or the Field Education department when:

- a student is having challenges in the field placement setting: ethical or professional concern; not developing skills and knowledge at the rate normally expected; consistent pattern of behavioral concerns and efforts to address these has not resulted in improvement (arriving late/leaving early; not communicating as expected; missing supervision; falling behind on paperwork)
- student has missed 2 weeks of field placement
- student is unresponsive to 3 or more of your emails or attempts of communication over a 2 week period

Please don't hesitate to reach out with any other questions or concerns. We have found that we are able to best resolve concerns when they are dealt with as soon as possible.

If you ever have any **safety concerns** about or in relation to your student, please reach out to both the student's advisor and a representative from the field education department associated with the appropriate BUSSW program for the student.

**Field Education Department Contacts**

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