



School of Social Work
Field Education Program
Chico, CA 95929-0550
Phone: (530)-898-5632 Fax (530)-898-5574
www.csuchico.edu

**SAMPLE
BSW/Foundation
Learning Contract**

Student Name:	Academic Year: Foundaton/BSW
Placement Agency Name:	
Agency Field Instructor:	Phone:
Field Liaison:	Phone:
Weekly Schedule for Practicum Hours:	

Total Hours: This practicum involves a total of _____ hours to be completed between _____ and _____ (specify dates). Practicum hours must be scheduled relatively evenly each week throughout the academic term. No time should be scheduled during university holidays or semester breaks unless approved in advance by the Field Liaison and/or Director of Field Education. BSW students may complete a maximum of 16 hours per week. If circumstances require a student to increase the maximum number of hours allowed per week written permission must be obtained from both the Agency Field Instructor and Faculty Field Liaison.

Supervisory Meetings: A weekly supervisory meeting between the student and the agency field instructor will be scheduled on _____ (day) at _____ (specify time).

Terms and Conditions:

1. The Learning Contract must be completed by the assigned due date in the course syllabus- no exceptions.
2. This Learning Contract may be revised with the consent of all parties. Revisions must be in writing and signed by the Agency Field Instructor, Field Liaison, and student. The Learning Contract should be periodically reviewed during the practicum to determine whether revisions are necessary.
3. The parties agree to adhere to the established policies and procedures of the BSW Field Education Program. These are described in the BSW Field Education Handbook. The Director of Field Education may be contacted for updates and to address any questions that arise pertaining to policies and procedures related to the MSW practicum.

The following competencies and corresponding practice behaviors have been established by the Council on Social Work Education and will serve as learning objectives. Please list three to five **learning activities** under each competency that will

facilitate the student's professional development in each of these areas. Refer to the practice behaviors listed under each competency to identify learning activities that will help students develop knowledge and skills for each competency area.

2.1.1 Students identify as a professional social worker and conduct oneself accordingly.

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Attends well to professional roles and boundaries
- Demonstrates professional demeanor in appearance
- Demonstrates professional demeanor in communication
- Uses supervision and consultation effectively
- Practices personal reflection and self-correction to assure continual professional development
- Demonstrates ability to interact positively with clients, colleagues and supervisors
- Demonstrates ability to assume responsibility for own learning and seeks out opportunities/activities to foster professional growth
- Plans, prioritizes and manages work assignments effectively

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation
Review agency organization chart and agency policies and procedures manual	9/30/17	Describe agency structure, services & policies in supervision
Attend weekly supervision and prepare agenda	Weekly	Review supervision agenda weekly
Arrive at placement site no later than 8:30am, dressed business casual	Daily	Provide Supervisor weekly time log
Attend and appropriate participate in weekly staff meeting	Weekly	Review staff meeting highlights in weekly supervision
Complete agency documentation with accuracy and in a timely manner	Daily	Review documentation at least monthly in supervision

2.1.2 Students apply social work ethical principles to guide professional practice.

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Recognizes and manages personal values in a way that allows professional values to guide practice
- Abides by the ethical standards of the profession
- Abides by laws relevant to social work practice
- Tolerates ambiguity in resolving ethical conflicts
- Applies strategies of ethical reasoning to arrive at principled decisions

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation
Read and Review SWRK Code of Ethics	10/15/17	Review with supervisor, seek clarification on any principles that are unclear
Research HIPPA laws that apply to agency	10/31/17	Be able to explain HIPPA to Supervisor
Participate in three individual meetings with clients and journal about personal values they were aware of experiencing	11/15/17	Share journal with supervisor and differentiate personal values from professional values

2.1.3 Students apply critical thinking to inform and communicate professional judgments.

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Uses critical thinking to address client concerns
- Demonstrates good assessment skills
- Demonstrates good problem solving skills
- Demonstrates good data gathering skills
- Uses critical order thinking to evaluate complex material
- Integrates multiple sources of knowledge, including research based knowledge and practice wisdom in problem solving
- Demonstrates effective oral communication in working with individuals, families, groups organizations, communities and colleagues

- Demonstrates effective written communication in working with individuals, families, groups, organizations, communicates, and colleagues

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation
Identify practice models promoted by agency	11/15/17	Discuss agency practice models with supervisor and review other models introduced in swrk curriculum
Observe 3 agency staff completing client assessments	11/15/17	Discuss skills observed with supervisor
Complete at least one psychosocial assessment on individual client	12/15/17	Present oral case presentation to supervisor reviewing data gathered in psychosocial assessment. Discuss what student might do differently with next assessment

2.1.4 Students engage diversity and difference in practice.

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Demonstrates the ability to work comfortably with persons who are different from self
- Demonstrates an awareness of socio-political and economic issues affecting clients who differ by such factors as age, class, color, culture, disability, ethnicity, gender identity and expression, immigration status, political ideology, race, religion, sex and sexual orientation
- Demonstrates self-awareness to eliminate the influence of personal biases and values in working with diverse groups
- Recognizes the extent to which a culture's structures and values may oppress, marginalize, alienate, create or enhance privilege and power
- Seeks to understand the clients' culture and identity through questioning and observation
- Identifies intervention strategies that are congruent with the culture and identity of the client

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation

Research three articles relevant to diversity that affects client populations served by the agency	11/30/17	Review articles with supervisor
Attend diversity awareness training offered by agency	12/1/17	Review training with supervisor
Student will record personal reactions, cultural practices observed while shadowing agency staff working with client population	12/1/17	Discuss observations with supervisor

2.1.5 Students advance human rights and social and economic justice.

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Demonstrates understanding of the forms and mechanisms of oppression and discrimination
- Advocates for human rights and social and economic justice
- Analyzes the effects of policies on clients and on the delivery of service
- Identifies public policies that provide the mandate, funding, and boundaries for agency services as well as policies that govern service delivery

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation
Identify issues of oppression and discrimination observed with at least three client systems	12/1/17	Discuss the impact of oppression on client systems with supervisor
Identify cultural/social/economic needs of at least three clients systems when making referrals and match resources accordingly	12/15/17	Discuss referrals made and issues considered with supervisor
Attend at least one political event that will effect the agency's services or population served	12/15/17	Discuss observations with supervisor and present outcome of event to staff

2.1.6 Students engage in research-informed practice and practice- informed research.

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Uses practice experience to inform research
- Applies research findings to practice and, under supervision, evaluates practice interventions
- Uses research findings to improve practice, policy and social service delivery
- Is aware of and adheres to the values and ethical practices which govern research
- Demonstrates basic skills to evaluate their own practice

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation
Research and read three to five articles related to population served	12/1/17	Prepare one page bullet point summary of research and how it can inform practice with relevant population, review with supervisor
Interview three agency staff and discuss best practices	12/15/17	Review best practices with supervisor
Identify research activities utilized by agency for program evaluation	12/15/17	Discuss with supervisor

2.1.7 Students apply knowledge of human behavior and the social environment.

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Demonstrates knowledge of human behavior in conducting assessments, planning, interventions and evaluation
- Demonstrates skill in completing bio psycho social spiritual assessments of the client or client system
- Demonstrates knowledge of social systems that promote or deter people in maintaining or achieving health and well-being

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation

Research three practice theories	12/15/17	Present summary of all three theories and discuss with supervisor how student will use information to inform practice
Utilize ecomap or genogram with at least three client systems to assess client context	12/15/17	Share ecomap or genogram with supervisor and provide overview of how student used it to inform assessment of client systems
Observe three to five assessments/intakes completed by other agency staff	11/30/17	Share observations with supervisor
Identify effective communication skills to use with diverse populations served by agency	10/15/17	Discuss skills identified with supervisor

2.1.8 Students engage in policy practice to advance social and economic well-being and to deliver effective social work services.

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Implement policy practice interventions that integrate social work values, assess service effectiveness and demonstrate knowledge of child welfare mental health and older adult policies as appropriate to field setting
- Collaborates with colleagues and clients to implement effective policy change
- Understands the influence practice can have on policy development

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation
Attend agency advisory board meeting and record policies discussed	11/1/17	Share observation of meeting and policies discussed with supervisor
Read agency policy manual and develop understanding of policies impact on agency service delivery	11/15/17	Identify policies most relevant to agency service delivery and discuss with supervisor
Attend Legislative Lobby Days	4/15/18	Prepare summary of legislative bills lobbied for

		and share with supervisor and agency staff
Research any current legislation that will impact agency and prepare fact sheet regarding impact of legislation	3/15/18	Present summary and fact sheet to supervisor and staff

2.1.9 Students respond to contexts that shape practice.

- In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:
- Demonstrates ability to identify and use community resources to promote responsive, culturally competent, sustainable services
- Transfers knowledge and skill from one situation to another
- Learns from a variety of sources (peers, other agency staff, field instructor, task supervisors and consultants)
- Accepts and utilizes constructive criticism
- Responds to evolving organizational, community, and societal contexts at all levels of practice

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation
Use agency data to compile demographics of populations served	2/1/18	Share data collected with supervisor and staff
Attend weekly Case staffing	weekly	Share observations of weekly case staffing with supervisor in weekly supervision
Maintains weekly supervision log, documenting feedback provide by supervisor and recommended followup	weekly	Shares supervision log in weekly supervision and reports on follow up actions taken
Updates agency resource list with expectation to contribute a minimum of five new resources	11/15/17	Present and Share updated resource list with staff at December staff meeting

2.1.10 Students engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities

Please indicate if the skills were demonstrated with one or more of the following client groups:

Individuals _____
 Families _____
 Groups _____
 Organizations _____
 Communities _____

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Demonstrates use of empathy and other personal skills with client groups
- Develops mutually agreed upon focus of work and desired outcomes with client groups
- Effectively prepares for work with client groups
- Collects, organizes and interprets client data
- Assess client strengths and limitations
- Develop mutually agreed on intervention goals and objectives with client groups
- Selects appropriate intervention strategies, and uses various social work roles to intervene effectively with clients
- Initiates actions to achieve organizational goals
- Implements prevention interventions that enhance client capacities
- Help clients resolve identified concerns
- Negotiates, mediates and advocates for clients
- Facilitates transitions and endings with client groups
- Critically analyzes, monitors and evaluates interventions with client groups

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation
Shadow three staff members on home visit and observe engagement skills used	11/15/17	Share engagement skills observed with supervisor and role play using these skills
Demonstrate effective use of empathy and interviewing skills	11/1/17	Review client interactions with supervisor

Observe three to five agency staff completing client assessments	11/15/17	Debrief sessions observed with staff and with supervisor
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Review five to ten client files, assessing for evidence of client goals and comparing with intervention plans	3/1/18	Review observations with supervisor
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Research and read three articles on termination and transitions, identifying case transition and closure strategies	3/15/18	Review with supervisor

Signatures: The parties acknowledge their understanding and consent to this Learning Contract with their signatures below.

Student Date

Agency Field Instructor Date

Agency Task Supervisor Date

Field Liaison Date