



School of Social Work  
 Field Education Program  
 Chico, CA 95929-0550  
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**SAMPLE  
 Concentration  
 Learning Contract**

<b>Student Name:</b>	<b>Academic Year: Concentration year</b>
<b>Placement Agency Name:</b>	
<b>Agency Field Instructor:</b>	<b>Phone:</b>
<b>Field Liaison:</b>	<b>Phone:</b>
<b>Weekly Schedule for Practicum Hours:</b>	

**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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Represent the agency at a minimum of one community meeting</b>	<b>12/15/17</b>	<b>Be able to describe agency structure, services &amp; policies at the community meeting</b>
<b>Attend weekly supervision and prepare agenda that demonstrates a beginning, middle and ending stage of intervention</b>	<b>12/15/17</b>	<b>Review with supervisor in supervision</b>
<b>Serve on at least one intra agency committee</b>	<b>3/15/18</b>	<b>Discuss committee role with supervisor in supervision</b>
<b>Complete agency documentation with accuracy and in a timely manner</b>	<b>Weekly</b>	<b>Review documentation at least monthly in supervision</b>

*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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Develop an ethical decision making tree congruent with agency protocol</b>	<b>10/15/17</b>	<b>Review with supervisor, seek clarification on any principles that are unclear</b>
<b>Describe HIPPA regulations to each client served</b>	<b>Daily</b>	<b>Be able to explain HIPPA to Supervisor</b>
<b>Participate in three individual meetings with clients and journal about personal values they were aware of experiencing</b>	<b>11/15/17</b>	<b>Share journal with supervisor and differentiate personal values from professional values</b>

*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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Identify practice models promoted by agency, integrate specific concepts from at least one of these models into intervention approach</b>	<b>11/15/17</b>	<b>Discuss agency practice models with supervisor and provide evidence of concepts integrated into practice</b>
<b>Review three treatment or care plans with supervisor and identify specific knowledge bases used to contribute to assessment and treatment plan</b>	<b>11/15/17</b>	<b>Discuss knowledge bases with supervisor</b>
<b>Complete at least one psychosocial assessment on individual client and include cross cultural issues identified</b>	<b>12/15/17</b>	<b>Present oral case presentation to supervisor reviewing data gathered in psychosocial assessment. Discuss what cross cultural issues were identified and how this information was integrated into treatment plan</b>
<b>Participate in a community advocacy effort and identify any research or sources of knowledge identified to inform community group</b>	<b>3/15/18</b>	<b>Discuss resources and research that contributed to group's effort in supervision with field instructor. Identify at least two other sources of information or research you might consider for the next meeting</b>

*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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Research three articles relevant to diversity that affects a client population the student has not worked previously</b>	<b>11/30/17</b>	<b>Review articles with supervisor</b>
<b>Prepare a diversity awareness training for agency staff</b>	<b>3/15/18</b>	<b>Review training and schedule date for training with supervisor</b>
<b>Student will record personal reactions, cultural practices implemented with clients served</b>	<b>12/1/17</b>	<b>Discuss observations with supervisor</b>

*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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Identify cultural/social/economic needs of client population served by agency and organize agency effort to address needs</b>	<b>12/15/17</b>	<b>Discuss needs with supervisor and identify approach to organizing agency effort</b>
<b>Attend at least one political event that will effect the agency's services or population served</b>	<b>12/15/17</b>	<b>Discuss observations with supervisor and present outcome of event to staff</b>

*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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Research and read three to five articles related to population served</b>	<b>12/1/17</b>	<b>Prepare one page bullet point summary of research and how it can inform practice with relevant population, review with supervisor</b>
<b>Provide staff training on research completed</b>	<b>12/15/17</b>	<b>Review best practices with supervisor and schedule training to share information with agency staff</b>

<b>Identify agency program that has little data to support interventions used and identify program evaluation to address this needs</b>	<b>3/15/18</b>	<b>Present program evaluation proposal to supervisor and determine pros and cons to moving proposal forward to administration</b>

*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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Research three practice theories applicable to populations served by agency</b>	<b>12/15/17</b>	<b>Present summary of all three theories and discuss with supervisor how student will use information to inform practice</b>
<b>Research community history, identify natural support systems in community and deepen understanding of cultural, ethnic and/or spiritual traditions with population served</b>	<b>12/15/17</b>	<b>Share information gathered with supervisor and provide overview of how student will use it to inform practice with client systems</b>
<b>Identify effective communication skills to use with diverse populations served by agency</b>	<b>10/15/17</b>	<b>Discuss skills identified with supervisor</b>

*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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Attend agency advisory board meeting and record policies discussed</b>	<b>11/1/17</b>	<b>Share observation of meeting and policies discussed with supervisor</b>
<b>Attend Legislative Lobby Days</b>	<b>4/15/18</b>	<b>Prepare summary of legislative bills lobbied for and share with supervisor and agency staff</b>
<b>Research any current legislation that will impact agency and prepare fact sheet regarding impact of legislation, provide this overview to agency staff during a staff meeting</b>	<b>3/15/18</b>	<b>Present summary and fact sheet to supervisor and staff</b>

*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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Use agency data to compile demographics of populations served and provide this data at staff meeting</b>	<b>2/1/18</b>	<b>Share data collected with supervisor and staff</b>
<b>Attend weekly Case staffing</b>	<b>Weekly</b>	<b>Share observations of weekly case staffing with supervisor in weekly supervision</b>
<b>Maintains weekly supervision log, documenting feedback provided by supervisor and recommended followup</b>	<b>Weekly</b>	<b>Shares supervision log in weekly supervision and reports on follow up actions taken</b>

*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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date</b>	<b>Method of Evaluation</b>
<b>Develop list of questions/comments to elicit client input for developing treatment goals. Use this list to develop 5-7 intervention plans that reflect client/consumer input</b>	<b>3/15/18</b>	<b>Share list with supervisor and review mutually agreed upon treatment</b>
<b>Demonstrate list of client capacities for 5-7 clients served.</b>	<b>3/15/18</b>	<b>Review client capacity list with supervisor</b>

<b>Develop timeline for termination activities for 5-7 clients</b>	<b>4/15/18</b>	<b>Share and review timelines with supervisor</b>
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<b>Review five to ten client files, assessing for evidence of client goals and comparing with intervention plans</b>	<b>3/1/18</b>	<b>Review observations with supervisor</b>
<b>Identify incidents of secondary trauma exposure and identify strategies used to make meaning of these events</b>	<b>monthly</b>	<b>Review with supervisor monthly in supervision</b>

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

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Student

Date

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Agency Field Instructor

Date

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Agency Task Supervisor

Date

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Field Liaison

Date

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