



School of Social Work
 Field Education Program
 Chico, CA 95929-0550
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 www.csuchico.edu

**SAMPLE
 BSW/Foundation
 Student Learning Contract**

Student Name:	Date:
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 BSW 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.

****Title IV-E Stipend students will need to list the appropriate corresponding CalSWEC behaviors – for specialized practice in public child welfare. CalSWEC Curriculum Competencies are provided on the field website: <http://www.csuchico.edu/swrk/field-education/competencies.shtml>**

Competency 1 - Student Demonstrates Ethical and Professional Behavior

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

- Makes 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
- Uses reflection and self-regulation to manage personal values and maintain professionalism in practice situations
- Demonstrates professional demeanor in behavior; appearance; and oral, written, and electronic communication
- Uses technology ethically and appropriately to facilitate practice outcomes
- Uses supervision and consultation to guide professional judgment and behavior

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation	If IV-E recipient, list CALSWEC Behaviors (ex/CW1.1)	*Will the student be required to use a personal vehicle to complete this learning activity/task?
Review agency organization chart and agency policies and procedures manual	9/30/18	Describe agency structure, services & policies in supervision	CW 1.1	Yes/No
Attend weekly supervision and prepare agenda	Weekly	Review supervision agenda weekly	CW 1.2	Yes/No
Arrive at placement site no later than 8:30am, dressed business casual	Daily	Provide supervisor weekly time log	CW 1.1	Yes/No
Attend and appropriately participate in weekly staff meeting	Weekly	Review staff meeting highlights in weekly supervision	CW 1.5	Yes/No
Complete agency documentation with accuracy and in a timely manner	Daily	Review documentation at least monthly in supervision	CW 1.7	Yes/No

Competency 2- Students Engage Diversity and Difference in Practice

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

- Applies and communicates understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels
- Presents themselves as learners and engages clients and constituencies as experts of their own experiences
- Applies self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation	If IV-E recipient, list CALSWEC Behaviors (ex/CW2.1)	*Will the student be required to use a personal vehicle to complete this learning activity/task?
Research three articles relevant to diversity that affects client populations served by the agency	11/30/18	Review articles with supervisor	CW 2.1	Yes/No
Attend diversity awareness training offered by agency	12/1/18	Review training with supervisor	CW 2.2	Yes/No
Student will record personal reactions and cultural practices observed while shadowing agency staff working with client population	12/1/18	Discuss observations with supervisor	CW 2.4	Yes/No

Competency 3 - Students Advance Human Rights and Social, Economic, and Environmental Justice

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

- Applies their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels
- Engages in practices that advance social, economic, and environmental justice

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation	If IV-E recipient, list CALSWEC Behaviors (ex/CW3.1)	*Will the student be required to use a personal vehicle to complete this learning activity/task?
Identify issues of oppression and discrimination observed with at least three client systems	12/1/18	Discuss the impact of oppression on	CW 3.1	Yes/No

		client systems with supervisor		
Identify cultural/social/economic needs of at least three client systems when making referrals and match resources accordingly	12/15/18	Discuss referrals made and issues considered with supervisor	CW 3.1	Yes/No
Attend at least one political event that will affect the agency's services or population served	12/15/18	Discuss observations with supervisor and present outcome of event to staff	CW 3.2	Yes/No

Competency 4 - Students Engage in practice-informed Research and Research-informed Practice

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

- Uses practice experience and theory to inform scientific inquiry and research
- Applies critical thinking to engage in analysis of quantitative and qualitative research methods and research findings
- Uses and translates research evidence to inform and improve practice, policy, and service delivery

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation	If IV-E recipient, list CALSWEC Behaviors (ex/CW4.1)	*Will the student be required to use a personal vehicle to complete this learning activity/task?
Research and read three to five articles related to population served	12/1/18	Prepare one page bullet point summary of research and how it can inform practice with relevant population, review with supervisor	CW 4.1	Yes/No
Interview three agency staff and discuss best practices	12/15/18	Review best practices with supervisor	CW 4.2	Yes/No
Identify research activities utilized by agency for program evaluation	12/15/18	Discuss with supervisor	CW 4.3	Yes/No

Competency 5 – Students Engage in Policy Practice

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

- Identifies social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services
- Assesses how social welfare and economic policies impact the delivery of and access to social services
- Applies critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation	If IV-E recipient, list CALSWEC Behaviors (ex/CW5.1)	*Will the student be required to use a personal vehicle to complete this learning activity/task?
Attend agency advisory board meeting and record policies discussed	11/1/18	Share observation of meeting and policies discussed with supervisor	CW 5.2	Yes/No
Ready agency policy manual and develop understanding of policy impact on agency service delivery	11/15/18	Identify policies most relevant to agency service delivery and discuss with supervisor	CW 5.1	Yes/No
Attend Legislative Lobby Days	4/15/19	Prepare summary of legislative bills lobbied for and share with supervisor and agency staff	CW 5.3	Yes/No
Research any current legislation that will impact agency and prepare fact sheet regarding impact of legislation	3/15/19	Present summary and fact sheet to supervisor and staff	CW 5.4	Yes/No

Competency 6 – Students Engage with Individuals, Families, Groups, Organizations, and Communities

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

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

- Uses empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation	If IV-E recipient, list CALSWEC Behaviors (ex/CW6.1)	*Will the student be required to use a personal vehicle to complete this learning activity/task?
Shadow three staff members on home visit and observe engagement skills used	11/15/18	Share engagement skills observed with supervisor and role play using these skills	CW 6.1	Yes/No
Demonstrate effective use of empathy and interviewing skills	11/1/18	Review client interactions with supervisor	CW 6.4	Yes/No
Review 2 training videos and/or 3 research articles on best practices for engagement with client systems.	12/15/18	Self- reflection in journal.	CW 6.2	Yes/No
Identify elements of transference/countertransference that emerge when engaging with client systems.	12/1/18	Process in journal and follow up with AFI during supervision	CW 6.4	Yes/No

Competency 7 – Students Assess Individuals, Families, Groups, Organizations, and Communities

Please indicate how and what skills will be demonstrated with one or more of the following client groups:

Individuals	Will shadow staff assessing individual clients and build practice skills to effectively meet with clients. Integrate practice skills and theories into meetings with clients.
Families	Observe family dynamics and explore family of origin themes while building practice assessment skills
Groups	Observe group process, learning ways of facilitating and promoting group cohesiveness and developing peer support networks
Organizations	Evaluate agency culture, review mission statement and review data reflecting effectiveness of operations
Communities	Research more about local communities and the ways clients are connected and able to access services. Identify community strengths and barriers.

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

- Collects and organizes data, and applies critical thinking to interpret information from clients and constituencies
- Applies 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
- Develops mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies
- Selects appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation	If IV-E recipient, list CALSWEC Behaviors (ex/CW7.1)	*Will the student be required to use a personal vehicle to complete this learning activity/task?
Observe three to five agency staff completing client assessments	11/15/18	Debrief sessions observed with staff and supervisor	CW 7.1	Yes/No
Review five to ten client files, assessing for evidence of client goals and comparing with intervention plans	3/1/19	Review observations with supervisor	CW 7.3	Yes/No
Review practice text/articles on assessment strategies.	2/1/19	Process and reflect in journal	CW 7.1	Yes/No
Complete three to five written assessment tools and supporting progress notes.	5/1/19	Review with supervisor asking for feedback.	CW 7.2	Yes/No

Competency 8 – Students Intervene with Individuals, Families, Groups, Organizations, and Communities

Please indicate how and what skills will be demonstrated with one or more of the following client groups:

Individuals	Will shadow staff providing services to individual clients and build practice skills to effectively meet with clients. Integrate practice skills and theories into meetings with clients.
Families	Observe family dynamics and explore family of origin themes while building practice skills to intervene with client family systems

Groups	Observe group process, learning ways of facilitating and promoting group cohesiveness and peer support networks
Organizations	Evaluate agency culture, review mission statement and review data reflecting effectiveness of operations. Identify ways to promote advocacy strategies and empower clientele and staff.
Communities	Research local communities identify ways clients are connected and able to access services. Identify barriers that exist in the local community that impede client growth and development.

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

- Critically chooses and implements interventions to achieve practice goals and enhance capacities of clients and constituencies
- Applies knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies
- Uses inter-professional collaboration as appropriate to achieve beneficial practice outcomes
- Negotiates, mediates, and advocates with and on behalf of diverse clients and constituencies
- Facilitates effective transitions and endings that advance mutually agreed-on goals

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation	If IV-E recipient, list CALSWEC Behaviors (ex/CW8.1)	*Will the student be required to use a personal vehicle to complete this learning activity/task?
Research and read three articles/text chapters on termination and transitions, identifying case transition and closure strategies	3/15/19	Elicit feedback from AFI and task supervisor, reflect in journal	CW 8.4	Yes/No
Work collaboratively with agency staff and clientele to develop and provide 4 treatment interventions addressing clients' presenting issues.	4/1/19	Student will utilize AFI supervision time to explore interventions and plan implementation	CW 8.3	Yes/No

Attend 2 multidisciplinary team meetings to work collaboratively with treatment providers.	5/1/19	Self-reflect in journal, discuss in supervision	CW 8.2	Yes/No
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Competency 9 – Students Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

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

- Selects and uses appropriate methods for evaluation of outcomes
- Applies knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes
- Critically analyzes, monitors, and evaluates intervention and program processes and outcomes
- Applies evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels

Learning Activity/Task To Be Assigned	Expected Completion Date	Method of Evaluation	If IV-E recipient, list CALSWEC Behaviors (ex/CW9.1)	*Will the student be required to use a personal vehicle to complete this learning activity/task?
Administer 3-5 session/service evaluation tools to client system	5/1/19	Discuss in supervision and self-reflect in journal	CW 9.1	Yes/No
Review 5 evaluation tools in client file	12/1/18	Discuss with supervisor	CW 9.2	Yes/No
Research 4 evaluation instruments that could be utilized at agency	12/1/18	Review with supervisor	CW 9.3	Yes/No
Review 2 HBSE models that facilitate case conceptualization	3/1/19	Discuss models in supervision with AFI	CW 9.2	Yes/No

***If a student will be required to use a privately-owned vehicle, the agency is required to obtain proof of a valid California driver's license, automobile registration, and insurance meeting the State of California minimum requirements from the student.**

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