



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  
 Student Learning Contract**

<b>Student Name:</b>	<b>Date:</b>
<b>Placement Agency Name:</b>	
<b>Agency Field Instructor:</b>	<b>Email:</b>
<b>Field Liaison:</b>	<b>Email:</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 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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date (fall, spring, both)</b>	<b>If IV-E recipient, list CALSWEC Behaviors (ex/CW1.1)</b>	<b>*Will the student be required to use a personal vehicle to complete this learning activity/task?</b>
Review agency organization chart and agency policies and procedures manual	Fall	CW 1.1	<b>Yes/No</b>
Attend weekly supervision and prepare agenda	Both	CW 1.2	<b>Yes/No</b>
Arrive at placement site no later than 8:30am, dressed business casual	Both	CW 1.1	<b>Yes/No</b>
Attend and appropriately participate in weekly staff meeting	Both	CW 1.5	<b>Yes/No</b>
Complete agency documentation with accuracy and in a timely manner	Both	CW 1.7	<b>Yes/No</b>

**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

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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date (fall, spring, both)</b>	<b>If IV-E recipient, list CALSWEC Behaviors (ex/CW3.1)</b>	<b>*Will the student be required to use a personal vehicle to complete this learning activity/task?</b>
Identify issues of oppression and discrimination observed with at least three client systems	Fall	CW 3.1	Yes/No
Identify cultural/social/economic needs of at least three client systems when making referrals and match resources accordingly	Fall	CW 3.1	Yes/No

Attend at least one political event that will affect the agency's services or population served	Fall	CW 3.2	Yes/No
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**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 (fall, spring, both)	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	Fall	CW 4.1	Yes/No
Interview three agency staff and discuss best practices	Fall	CW 4.2	Yes/No
Identify research activities utilized by agency for program evaluation	Fall	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 (fall,	If IV-E recipient, list CALSWEC	*Will the student be required to use a personal vehicle to
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	<b>spring, both)</b>	<b>Behaviors (ex/CW5.1)</b>	<b>complete this learning activity/task?</b>
Attend agency advisory board meeting and record policies discussed	Fall	CW 5.2	<b>Yes/No</b>
Ready agency policy manual and develop understanding of policy impact on agency service delivery	Fall	CW 5.1	<b>Yes/No</b>
Attend Legislative Lobby Days	Spring	CW 5.3	<b>Yes/No</b>
Research any current legislation that will impact agency and prepare fact sheet regarding impact of legislation	Spring	CW 5.4	<b>Yes/No</b>

### **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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date (fall, spring, both)</b>	<b>If IV-E recipient, list CALSWEC Behaviors (ex/CW6.1)</b>	<b>*Will the student be required to use a personal vehicle to complete this learning activity/task?</b>
Shadow three staff members on home visit and observe engagement skills used	Fall	CW 6.1	<b>Yes/No</b>
Demonstrate effective use of empathy and interviewing skills	Fall	CW 6.4	<b>Yes/No</b>
Review 2 training videos and/or 3 research articles on best practices for engagement with client systems.	Fall	CW 6.2	<b>Yes/No</b>
Identify elements of transference/countertransference	Fall	CW 6.4	<b>Yes/No</b>

that emerge when engaging with client systems.			
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**Competency 7 – Students Assess Individuals, Families, Groups, Organizations, and Communities**

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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date (fall, spring, both)</b>	<b>If IV-E recipient, list CALSWEC Behaviors (ex/CW7.1)</b>	<b>*Will the student be required to use a personal vehicle to complete this learning activity/task?</b>
Observe three to five agency staff completing client assessments	Fall	CW 7.1	Yes/No
Review five to ten client files, assessing for evidence of client goals and comparing with intervention plans	Spring	CW 7.3	Yes/No
Review practice text/articles on assessment strategies.	Spring	CW 7.1	Yes/No
Complete three to five written assessment tools and supporting progress notes.	Spring	CW 7.2	Yes/No

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

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

<b>Learning Activity/Task To Be Assigned</b>	<b>Expected Completion Date (fall, spring, both)</b>	<b>If IV-E recipient, list CALSWEC Behaviors (ex/CW8.1)</b>	<b>*Will the student be required to use a personal vehicle to complete this learning activity/task?</b>
Research and read three articles/text chapters on termination and transitions, identifying case transition and closure strategies	Spring	CW 8.4	<b>Yes/No</b>
Work collaboratively with agency staff and clientele to develop and provide 4 treatment interventions addressing clients' presenting issues.	Spring	CW 8.3	<b>Yes/No</b>
Attend 2 multidisciplinary team meetings to work collaboratively with treatment providers.	Spring	CW 8.2	<b>Yes/No</b>

### **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 (fall, spring, both)	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	Spring	CW 9.1	Yes/No
Review 5 evaluation tools in client file	Fall	CW 9.2	Yes/No
Research 4 evaluation instruments that could be utilized at agency	Fall	CW 9.3	Yes/No
Review 2 HBSE models that facilitate case conceptualization	Spring	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