

LEARNING CONTRACT

STUDENT

XXXXXXXXXXXX

FIELD PLACEMENT AGENCY

LUTHERAN CHILD AND FAMILY SERVICE
2130 ENTERPRISE STREET SE
KENTWOOD, MICHIGAN 49508
PHONE: XXXXXXXX
FAX: XXXXXXXX

FIELD INSTRUCTORS

XXXXXXX, REGIONAL DIRECTOR
XXXXXXXXXX, PROGRAM DIRECTOR

SUPERVISION SCHEDULE

MONDAYS 1:00 – 2:00PM

WESTERN MICHIGAN UNIVERSITY
MASTER OF SOCIAL WORK PROGRAM
POLICY, PLANNING AND ADMINISTRATION CONCENTRATION
SPRING 2006 SEMESTER

SUMMARY OF LEARNING OPPORTUNITIES

Though this internship, the student will develop an understanding of Policy, Planning and Administration in the social services setting through active observation and direct practice. During this second semester internship, the student will utilize the skill set and knowledge framework established in the previous semester for successful PP&A practice as well as experience advanced learning opportunities. The learning process will be enhanced through direct practice and evaluation tools will include analysis, self-reflection and constructive feedback. The student will be able to enhance skills and further training necessary to be a successful administrator. The student will have opportunities for advanced skill development in many areas critical to social service agency administration, including: Addressing agency systems (such as funding, human resources, management, policy, and program administration) both analytically and technically, increasing sensitivity and awareness to cultural implications in PP&A practice, and applying and incorporating the NASW Code of Ethics into PP&A practice.

Objective 1:

To enhance understanding of design and implementation of a new program in a multi-service agency.

Tasks	Est. Hours	Actual Hours
1. Discuss fit of Wraparound in agency organizational structure with supervisor.	2	
2. Discuss supervisory structure of Wraparound with supervisor.	1	
3. Review contract requirements of Wraparound and identify steps to ensure compliance.	8	
4. Assist with development of employee performance evaluation for Wraparound.	6	
5. Develop Wraparound Program Manual.	37	
6. Evaluate program compliance with the NASW code of ethics and consideration of special populations.	3	
Total Hours	57	

Evaluative Criteria:

Student will verbalize understanding of challenges faced with program implementation and design as well as steps necessary for successful program implementation.

Objective 2:

Further understanding of program compliance with Department of Human Services contractual requirements.

Tasks	Est. Hours	Actual Hours
1. Review current Foster Care policies.	12	
2. Review and identify Foster Care policy compliance with NASW code of ethics and program considerations for diverse populations.	3	
3. Edit revised Foster Care Program Manual.	30	
4. Identify contractual requirements of Wraparound and evaluate agency adherence with these requirements.	10	
Total Hours	55	

Evaluative Criteria:

Student will verbalize understanding of program compliance with contractual requirements as well as verbalize recommendations for needed changes.

Objective 3:		
To enhance understanding of quality improvement techniques across multiple social service programs.		
Tasks	Est. Hours	Actual Hours
1. Actively participate in Early Impact/Advanced Impact quality improvement meetings.	6	
2. Identify intervention strategies and implications for diverse populations (including language and/or cultural barriers) in the Early Impact/Advanced Impact programs.	2	
3. Actively participate in Counseling quality improvement meetings.	6	
4. Identify program fidelity and efficacy measures in Wraparound.	9	
5. Identify new data measures in existing programs which would enhance program re-bid/proposals.	14	
Total Hours	37	
Evaluative Criteria:		
Student will be able to apply knowledge of quality improvement techniques in developing outcome measures and verbalize understanding of role of quality improvement techniques in the social service setting.		

Objective 4:		
Enhance understanding of program proposals and bids to provide services.		
Tasks	Est. Hours	Actual Hours
1. Complete agency analysis.	16	
2. Review Kent County Community Mental Health Request for Proposals.	16	
3. Identify programs which fit within agency organizational structure.	20	
4. Identify programs which agency could/should place a bid to provide services in next service contract period.	20	
Total Hours	72	
Evaluative Criteria:		
Student will complete agency analysis and identify programs which agency can place a bid for contract to provide services.		

Objective 5: Enhance understanding of program evaluation.		
Tasks	Est. Hours	Actual Hours
Identify existing evaluation data which would enhance bids to provide services in identified programs.	15	
Identify new evaluation data which should be collected in existing programs to enhance program proposals/bids to provide services.	15	
Total Hours	30	
Evaluative Criteria: Student will complete analysis and make recommendations in the area of agency program evaluation and data collection practices.		

Hour Totals	
Total Number of Estimated Hours for Listed Objectives	251
Total Number of Actual Hours for Listed Objectives	

Signatures

XXXXXXXXXXXX, MSW Student Intern

Date

XXXXXXXXXXXX, MSW Field Instructor

Date

XXXXXXXXXXXX, MSW Faculty Liaison

Date