

WESTERN MICHIGAN UNIVERISTY SCHOOL OF SOCIAL WORK
BSW Field Learning Contract

Student's Name: _____

Agency: _____

Primary Field Instructor: _____

Phone Number: _____

Secondary Field Instructor: _____

Phone Number: _____

INSTRUCTIONS: All of the following fourteen learning objectives must be addressed in each student's Learning Contract with some identified activities that will be completed during the two-semester placement. Some suggestions for activities are provided and others need to be developed that are specific to the agency in which the student is placed. An outcome statement for each objective must be written; this should be observable and measurable, i.e., what evidence the student will present that will show that each objective has been met. All objectives should be met by the end of the second semester of the placement. Field instructors will evaluate students based on their progress toward meeting the objectives and on social work skills and professional behavior at the end of each semester. This contract covers a two-semester field placement, but is reviewed and updated as needed at the beginning of the second semester of placement.

A minimum of two activities per objective is required in addition to the "required activities".

Social work skills and professional behaviors that are **EXPECTED** of all students and are identified as required activities:

Demonstrate the ability to assess one's own interactions with others

Take responsibility for own actions

Comply with the NASW Code of Ethics Standards, such as confidentiality, respect for others, integrity and honesty, and client self-determination

Maintain professional boundaries with clients

Demonstrate the ability to work effectively with diverse people

Demonstrate an understanding and use of strengths-based assessment and/or intervention

Complete written documentation as required by the agency

Demonstrate appropriate oral and written communication skills with clients and agency staff

Accept and apply feedback from field instructor and/or faculty liaison

Demonstrate assertiveness in asking questions when appropriate

Take responsibility for preparation for and utilization of supervision with field instructor

Seek supervisory consultation when appropriate

Demonstrate an understanding of how the agency functions

Maintain appropriate professional time standards, i.e. being on time for field and appointments, completing tasks on time, completing scheduled hours

Maintain appropriate attire for a professional setting

Maintain professional demeanor with clients, agency staff, field instructors, faculty liaison, and field coordinator

Complete Safety Checklist and give a signed copy to faculty liaison

STUDENTS: DO NOT WRITE IN SHADED AREAS

FIELD INSTRUCTORS: WRITE EVALUATION RATINGS AND COMMENTS IN SHADED AREAS USING THE NUMERICAL SYSTEM BELOW:

1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #1	Outcome Statement for Objective #1	Date Added	Date Completed	Semester Evaluations	
				First	Second
Apply critical thinking skills within the context of professional social work practice					
Required activities:					
Demonstrate the ability to reflect on own interactions with others					
Take responsibility for own actions					
Suggested activities:					
Articulate theories/models relevant to practice and policy within the agency setting					
Compare and contrast practice theory with actual practice within the agency					
Demonstrate beginning ability to assess client systems of various sizes (individuals, families, groups, organizations, communities)					
Demonstrate problem identification abilities in client assessment and discussion with field instructor					
Demonstrate problem-solving skills in field activities and in discussion with field instructor					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #2	Outcome Statement for Objective #2	Date Added	Date Completed	Semester Evaluations	
Practice within the values and ethics of the social work profession				First	Second
Required activities:					
Comply with the standards in the NASW Code of Ethics					
Maintain professional boundaries with clients					
Suggested activities:					
Articulate how the agency's policies and practices carry out the core values and ethics of the social work profession					
Identify ways that the agency's policies and practices challenge and/or maintain social injustice					
Identify any ethical dilemma(s) that arise in client situations and discuss with field instructor					
Identify any ethical dilemma(s) related to the provision of services in the agency and discuss with field instructor					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #3	Outcome Statement for Objective #3	Date Added	Date Completed	Semester Evaluations	
				First	Second
Required activities:					
Demonstrate ability to work effectively with diverse people					
Suggested activities:					
Describe diversity among agency's clients with respect to race, ethnicity, age, gender, religion, disabilities, etc.					
Evaluate agency practices in terms of relevance to diverse groups served					
Obtain empirical literature describing populations served by the agency and discuss with field instructor					
Describe agency programs that address populations-at-risk (e.g., those living in poverty, persons with a disability) with strategies to combat discrimination, oppression, and economic deprivation or strategies that promote social and economic justice					
Identify how values and beliefs are grounded in different cultural perspectives					
Seek and articulate an understanding of client perspectives different from one's own					
Articulate in supervision personal assumptions made based on a lack of knowledge of any area of diversity					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #4	Outcome Statement for Objective #4	Date Added	Completed by	Semester Evaluations	
				Fall	Spring
Understand the forms and mechanisms of oppression and discrimination and explore and understand strategies of advocacy that advance social and economic justice					
Suggested activities:					
Articulate forms of oppression that impact agency clients					
Identify policies that might oppress or discriminate against agency clients					
Describe policies and projects at the agency that work to advance social and economic justice					
Become familiar with legislative initiatives that advance social and economic justice					
Participate in Legislative Day at the state capital					
Write letters of support for state house and senate bills to representatives that advance social and economic justice					
Provide information to a client regarding his/her rights					
Advocate for a client system within the agency or within the community					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Objective #5:	Outcome Statement for Objective #5	Date Added	Completed by	Semester Evaluation	
				First	Second
Understand and apply an ecological framework to understand individual development and behavior across the life span, and to understand the interactions among individuals, and between social systems.					
Suggested activities:					
Articulate the methods of client assessment to be used in the agency					
Articulate the theoretical framework used to understand clients at the agency					
Complete a genogram on a client's family					
Complete a ecomap on a client					
Complete a biopsychosocial assessment of a client					
Apply your knowledge of individual development and behavior in formulating client intervention plans					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Objective #6:	Outcome Statement for Objective #6	Date Added	Completed by	Semester Evaluation	
				First	Second
Apply the knowledge and skills of generalist social work practice to systems of all sizes					
Required activities:					
Demonstrate an understanding and ability to work with client systems at more than one level (i.e., individuals, families, groups, organizations, communities)					
Suggested activities:					
Complete a case plan for an individual or family system					
Provide information and referral to an individual or family					
Complete a needs assessment for a group, organization, or community					
Develop a proposal for a task or support group at the agency					
Teach life skills through a didactic group or by modeling behaviors with a client system					
Demonstrate active listening skills with client systems and agency staff					
Demonstrate the use of verbal interventions, such as reframing and reflection of feelings, with clients or agency staff					
Develop an agenda, lead, and/or take minutes for a task group meeting					
Lead a team-building activity with a group of clients, staff of an organization, or members of a community					
Advocate for an individual, family, group, organization, or community					
Complete an evaluation of an intervention with an individual, family, group, organization, or community					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #7	Outcome Statement for Objective #7	Date Added	Completed by	Semester Evaluation	
				First	Second
Analyze the impact of social policies on all levels of client systems, workers, and agencies					
Suggested activities:					
Articulate the social policies, federal, state, and/or local, which impact agency functioning and clients					
Analyze the strengths and weaknesses of these policies and their implication for practice					
Become familiar with legislative initiatives that might impact the agency or agency's client population					
Attend a city council meeting					
Participate in Legislative Day at the state capital					
Write letters of support for state house and senate bills to representatives that advance social and economic justice					
Demonstrate knowledge of agency policies and procedures					
Attend an administrative meeting during which policies are being developed or changed and discuss with field instructor					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #8	Outcome Statement for Objective #8	Date Added	Completed by	Semester Evaluation	
				First	Second
Understand and evaluate research studies, identify evidence-based practice methods relevant to the field setting, and understand how evaluation of practice is completed in the field placement agency					
Suggested activities:					
Articulate the types of data that the agency collects to evaluate its effectiveness in providing services					
Describe research projects that are currently occurring within the agency					
Observe/participate in a focus group within the agency					
Collect or review data (e.g., client satisfaction surveys) gathered within the agency					
Discuss with field instructor the results of any research completed at the agency					
Describe evidenced-based practice that is utilized in the provision of services at the agency					
Discuss how agency social workers are evaluating their own practice with field instructor					
Evaluate one's own practice with a client system					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #9	Outcome Statement for Objective #9	Date Added	Completed by	Semester Evaluation	
				First	Second
Use communications skills differentially across client populations, colleagues, and communities					
Required activities:					
Complete written documentation as required by agency					
Demonstrate appropriate oral communication skills with clients and agency staff					
Suggested activities:					
Complete an oral case presentation to field instructor or in field seminar using professional standards					
Participate in case planning meetings or interdisciplinary team meetings within the agency					
Complete a videotape or audiotape of a contact with a client and review during supervision					
Complete an interview with a client while being observed by the field instructor					
Observe the use of verbal and non-verbal communication by other agency staff and process these observations with field instructor					
Discuss own use of verbal and non-verbal communication in contact with clients or agency staff with field instructor					
Discuss classroom content that is being applied in your field practice					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #10	Outcome Statement for Objective #10	Date Added	Completed by	Semester Evaluation	
				First	Second
Use supervision appropriate to social work practice at the generalist level					
Required activities:					
Appropriately accept feedback from field instructor/agency staff					
Demonstrate assertiveness in asking questions when appropriate					
Take responsibility for preparation for and utilization of supervision with field instructor					
Seek supervisory consultation when appropriate					
Suggested activities:					
Discuss expectations for supervision					
Prepare agendas for supervisory meetings					
Complete an oral case presentation to field instructor					
Discuss any instances of value or ethical conflicts with field instructor					
Discuss during supervision any stress reducing techniques that could be used					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #11	Outcome Statement for Objective #11	Date Added	Completed by	Semester Evaluation	
				First	Second
Function within the structure of organizations and demonstrate an understanding of how agency mission, operational policy and procedures, resources, organizational structure and funding impact upon the delivery of social services					
Required activities:					
Demonstrate an understanding of how the agency functions					
Maintain appropriate professional time standards					
Maintain appropriate attire for a professional setting					
Suggested activities:					
Meet field instructor's expectations for timeliness and attendance in the field placement					
Follow agency procedures for absences from planned field time					
Articulate the agency's mission and how that mission guides service delivery					
Review and discuss with field instructor the agency's/department's policy manual					
Review and discuss with field instructor the agency'/department's procedures for delivering services					
Review and discuss the agency's organizational chart/structure with field instructor					
Identify organizational strengths and weaknesses of the agency delivery system					
Participate in agency meetings as appropriate to your placement					
Review and discuss with field instructor the agency's funding sources and impact on service delivery					
Demonstrate the ability to utilize information technology as appropriate to the agency's practices and needs					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #12	Outcome Statement for Objective #12	Date Added	Completed by	Semester Evaluation	
				First	Second
Establish, maintain, and manage effective helping relationships using appropriate problem-solving methods and demonstrating the professional use of self					
Required activities:					
Maintain professional demeanor with clients and agency staff					
Suggested activities:					
Articulate how professional behavior at the agency is defined and practiced					
Demonstrate a working knowledge of the various professional roles necessary in practice situations in the agency					
Demonstrate appropriate listening skills in contacts with clients					
Display problem identification abilities in client assessment and in discussion with field instructor					
Display problem-solving skills in case planning in client interventions and in discussion with field instructor					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #13	Outcome Statement for Objective #13	Date Added	Completed by	Semester Evaluation	
				First	Second
Practice within the inter-professional environment of health and human services and demonstrate an awareness of community resources and an ability to appropriately utilize these resources on behalf of clients					
Suggested activities:					
Articulate an understanding of life-cycle issues that impact health in human development specific to the agency's clientele					
Participate in interdisciplinary team meetings within the agency					
Identify several community agencies that work in coordination with the agency and discuss this collaboration with field instructor					
Visit several community agencies that work with the agency and articulate to your field instructor the services they provide					
Articulate an understanding of how various professions and various agencies work together to provide multiple services					
Provide field instructor with a list of several instances of client contact during which external referrals for service were provided					
Observe/participate an intra-agency collaboration					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Evaluation Ratings: 1 = Significantly below expectations

2 = Below expectations

3 = Met expectations satisfactorily

4 = Above expectations

5 = Significantly above expectations

N/A = Not applicable, explanation required in comments

Learning Objective #14	Outcome Statement for Objective #14	Date Added	Completed by	Semester Evaluation	
				First	Second
Demonstrate the ability to assess potential risk to oneself, client(s), and others and develop appropriate safety plans					
Required activities:					
Complete Safety Checklist and give a signed copy to faculty liaison					
Suggested activities:					
Participate in agency orientation that includes information regarding safety policies and plans					
Participate in verbal de-escalation training as offered by the agency					
Participate in physical defensive training as offered by the agency					
Articulate an understanding of emergency-preparedness procedures for various situations					
Practice procedures in compliance with agency policies regarding safety					
Practice verbal de-escalation with field instructor or in role plays					
Agency-specific activities:					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

Personal professional growth is an important part of the field experience. The final section of the Learning Contract allows students to identify their own personal professional growth issues that need improvement. Examples of these types of issues include:

Time management skills

Assertiveness

Public speaking skills

Stress management skills

Identifying areas of personal discomfort in working with clients who are different from oneself

Examining personal assumptions based on a lack of knowledge or understanding of any area of social work practice, e.g. diversity

Please identify at least two areas of personal growth in which you would like to improve.

PROFESSIONAL GROWTH	Outcome Statements	Date Added	Completed by	Semester Evaluation	
				Fall	Spring
Objective:					
Activities:					
Objective:					
Activities:					

Comments: _____

SIGNATURES:

Student: _____

Date: _____

Primary Field Instructor: _____

Date: _____

Secondary Field Instructor: _____

Date: _____

Faculty Liaison: _____

Date: _____