

# Department of Social Work and Human Services MSW PROGRAM

# Field Learning Contract – Foundation Practice

to 20

**Semester: Fall/Spring Year 20** 

	• <u> </u>	
Field Faculty's Name:		
Student's Name:		
Agency Name:		
Agency Address:		
Field Supervisor:		
Field Supervisor Phone:		
Field Supervisor Email:		
Field Supervisor Eman.		
Task Supervisor (if applicable):		
Task Supervisor Phone:		
Task Supervisor Email:		
Stu	ident's Weekly Field Schedule:	
Mon (Hours)Tues (Hour	s)Wed (Hours)Thurs (Hours)	Fri (Hours)
Field In  Day of the Week:	struction Weekly Supervision Schedule: Time:	
ALL STUDENTS MUST ENGAGE	E IN A MINIMUM OF ONE HOUR PER WEEK	FORMAL SUPERVISION.
<b>Date Field Placement Commences:</b>	Ends	
Field Evaluation Due Date:		
Student Signature:		<u></u>
Field Supervisor Signature:		<u></u>
Field Faculty Signature:		



## Department of Social Work and Human Services MSW PROGRAM

#### **Field Foundation Practice Contract Meeting Dates**

	(240 Hours Possired
4. Total number of field hours completed:	End-of-semester:
3. Final Assessment and Evaluation occurred on:	Date of Meeting:
2. Midterm progress check occurred on:	Date of Meeting:
1. Learning Contract was developed on.	Date of Meeting.
1. Learning Contract was developed on:	Date of Meeting:

#### **Guidelines for the Foundation Practice Field Learning Contract**

- 1. The Field Learning Contract is the educational plan for the term of field placement; each term is graded separately. The competencies for the Field Learning Contract are developed to reflect the standards of the Curriculum Policy Statement of the Council on Social Work Education as well as the curriculum of Masters of Social Work Program at Kennesaw State University. To the best of their ability, Field Supervisors are expected to teach students the learning tasks and monitor practice behaviors that address these competencies given the limitations of their respective settings or roles. The Field Learning Contract also serves as a guide for field instruction and supervision meetings. It further creates a basis for the evaluation and narrative that occur at the end of the term.
- 2. Responsibility for the Field Learning Contract is <u>jointly</u> shared by the Student and the Field Supervisor. While additional learning tasks may be developed that go beyond the articulated tasks and practice behaviors, the Field Learning Contract should reflect the required learning for the Foundation level and term of field placement
- 3. Measurement criteria can include, but not limited to the following: cases, journals, written assignments and material of all kind that is reviewed by the field Supervisor; oral presentations, clinical documentation, proposals, projects, and task group participation. Direct observation (shadowing) of the Student's work is expected. Feedback and evaluative information from other staff involved with the Student's effort should be incorporated into the evaluation criteria.
- 4. The Student's Field Faculty reviews and approves the Field Learning Contract. It is used as a focus for agency visits as well as for any issues that may require clarification or problem- solving collaboration between the Field Faculty and the Field Supervisor.
- 5. The Field Learning Contract may be modified during the period of field placement to reflect identified learning needs of the Student as well as changes that may occur. Situations such as student absences beyond three days, irregular attendance, inability to complete the required number of hours and/or identified tasks/activities, change of field Supervisor or change of field assignment may need to be brought to the immediate attention of and discussed with the Field Faculty.
- 6. A copy of the Field Learning Contract is placed in the Student's field file.



### Department of Social Work and Human Services MSW PROGRAM

### **Instructions for completing the learning contract sections of this document:**

- 1. Student completes the top section of the learning contract.
- 2. The student completes the "learning contract activities," in collaboration with the field/task supervisor. "Learning contract activities" are the learning opportunities (e.g., assignments, processes, tasks) in the field setting (and potentially outside setting as needed) by which progress in the competency occurs.
- 3. The "practice behaviors" are provided by the Council on Social Work Education and are intended to serve as integrated means of showing the knowledge, values, skills, and cognitive & affective processes within each competency. The learning activities crafted by students should connect with multiple dimensions of each competency (Knowledge, Values, Skills, Cognitive & Affective Processes); however, because evaluation of the competencies is intended to be holistic, not all dimensions must be addressed in every competency.
- 4. Each student's learning activities will be unique to her/his/their field setting, focus, interests, and opportunities. The learning contract is a "live" document that can be revised over time as activities shift and opportunities arise. All revisions must be reviewed and approved by the field faculty.
- 5. The student and the field/task supervisor then print this document and sign and date in the space designated as "Learning Contract" on the first and second pages of this document.
- 6. The student submits this to the Field Faculty for review, approval and signature/date if no changes are needed.
- 7. All parties should keep a copy of this document each time it is changed and/or signed and dated.

# **MSW Foundation Practice Learning Contract**

### Competency 1 – Demonstrate ethical and professional behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

				Semester Evaluation
	Practice Behaviors:	Student's Specific Tasks/Activities: How will you demonstrate that you are competent in each practice behavior	Evaluation/Measurement of Progress/Completion?	Due Dates
a)	Make ethical decisions by applying 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.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
b)	Use self-reflection and self-regulation to manage personal values and maintain professionalism in practice situations.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
c)	Demonstrate professional demeanor in behavior, appearance, and oral, written, and electronic communication.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
d)	Use technology ethically and appropriately to facilitate practice outcomes.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing

e) Use supervision and consultation to guide professional judgment and behavior.	Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
End-of-Semester Evaluation Comments End-of-Semester Eva		
Student	Field Supervisor	
Competency 2 – Engage diversity and difference in practice		

#### $\mathbf{C}$

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

			Semester Evaluation
Practice Behaviors:	Student's Specific Tasks/Activities: How will you demonstrate that you are competent in each practice behavior	Evaluation/Measurement of Progress/Completion?	Due Dates
a) Apply and communicate understanding of the importance of diversity and difference shaping life experiences in practice at the micro, mezzo, and macro levels.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
b) Present themselves as learners and engage client and constituencies as experts of their own experiences.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
c) Apply self-awareness and self- regulation to manage the influence of personal biases and values in working with diverse client and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing

End-of-Semester Evaluation Comments		
Student	Field Supervisor	

#### Competency 3 - Advance human rights and social, economic, and environmental justice.

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

			Semester Evaluation
Practice Behaviors:	Student's Specific Tasks/Activities: How will you demonstrate that you are competent in each practice behavior	Evaluation/Measurement of Progress/Completion?	Due Dates
<ul> <li>a) Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and systems levels.</li> </ul>		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
b) Engage in practices that advance social, economic, and environmental justice.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
End-of-Semester Evaluation Comments Student		Field Supervisor	

#### Competency 4 – Engage in practice-informed research and research-informed practice.

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

	Semester Evaluation
	Due Dates
Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
Field Supervisor	
Student's Specific Tasks/Activities:  How will you demonstrate that you are competent in each practice behavior	How will you demonstrate that you are competent in each practice behavior    Observation

#### Competency 5 – Engage in policy practice.

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role inpolicy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

				Semester Evaluation
	Practice Behaviors:	Student's Specific Tasks/Activities: How will you demonstrate that you are competent in each practice behavior	Evaluation/Measurement of Progress/Completion?	Due Dates
sta we	dentify social policy and the local, tate, and federal level that impacts vell-being, service delivery, and ccess to social services.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
ec de	assess how social welfare and conomic policies impact the elivery of and access to social ervices.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
fo th	apply critical thinking to analyze, ormulate, and advocate for policies nat advance human rights and social, conomic, and environmental justice.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
End-of-So	Semester Evaluation Comments			
Student			Field Supervisor	

#### Competency 6 - Engage with individuals, families, groups, organizations, and communities.

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

		C's Specific Tasks/Activities:  Evaluation/Measurement of Progress/Completion?	Semester Evaluation
Practice Behaviors:	Student's Specific Tasks/Activities:  How will you demonstrate that you are competent in each practice behavior		Due Dates
a) Apply knowledge of human behavior and the social environment, person-inenvironment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
b) Use empathy, reflection, and interpersonal skills to engage diverse clients and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
<b>End-of-Semester Evaluation Comments</b>			
Student		Field Supervisor	

#### Competency 7 – Assess individuals, families, groups, organizations, and communities.

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in theassessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

				Semester Evaluation
	Practice Behaviors:	Student's Specific Tasks/Activities: How will you demonstrate that you are competent in each practice behavior	Evaluation/Measurement of Progress/Completion?	Due Dates
a)	Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
b)	Apply knowledge of human behavior and the social environment, person- in-environment, and other multi- disciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
c)	Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges with clients and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
d)	Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing

End-of-Semester Evaluation Comments		
Student	Field Supervisor	

#### Competency 8 – Intervene with individuals, families, groups, organizations, and communities.

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter- professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter- professional, and interorganizational collaboration.

				Semester Evaluation
	Practice Behaviors:	Student's Specific Tasks/Activities: How will you demonstrate that you are competent in each practice behavior	Evaluation/Measurement of Progress/Completion?	Due Dates
a)	Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
b)	Apply knowledge of human behavior and the social environment, person-in- environment, and other multi- disciplinary frameworks in interventions with clients and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
c)	Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
d)	Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing
e)	Facilitate effective transitions and endings that advance mutually agreed-on goals.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing

End-of-Semester Evaluation Comments				
Student	Field Supervisor			

### Competency 9 – Evaluate practice with individuals, families, groups, organizations, and communities.

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

	Practice Behaviors:	Student's Specific Tasks/Activities:  How will you demonstrate that you are competent in each practice behavior	Evaluation/Measurement of Progress/Completion?	Semester Evaluation Due Dates	
a)	Select and use appropriate methods of evaluation of outcomes.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing	
b)	Apply knowledge of human behavior and the social environment, person-in- environment, and other multi- disciplinary theoretical frameworks in the evaluation of outcomes.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing	
c)	Critically analyze, monitor, and evaluate intervention and program processes and outcomes.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing	
d)	Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.		Observation Documentation Assignment Discussion Journal Other	Fall Semester Spring Semester Ongoing	
	End-of-Semester Evaluation Comments				
Stude	nt	Field	d Supervisor		

<b>General Evaluation Comment</b>	s:		
Student:			
Field Supervisor:			