

SAMPLE MSW FOUNDATION LEARNING CONTRACT/EVALUATION
WESTERN MICHIGAN UNIVERISTY SCHOOL OF SOCIAL WORK
Field Education Learning Contract and Evaluation

Check Appropriate: BSW
 MSW Foundation
 MSW Interpersonal Practice (IP) Concentration
 MSW Policy, Planning & Administration (PP&A) Concentration

Student's Name: Joe Friday Phone 269-555-1212 E-mail: joe.friday@wmich.edu

Primary Field Instructor: Angelica Domain Agency: Flout County CMH

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Secondary Field Instructor: _____ Phone _____ E-mail: _____

Faculty Liaison: Lou Ignace Phone 269-555-1414 E-mail: lou.ignace@wmich.edu

INSTRUCTIONS:

1. The student completes the top of this document.
2. The student and the field instructor then agree on one or more agency or placement specific activities or products the student will complete that will demonstrate their competency for each practice behavior and enter these into the space provided.
3. The student and the field instructor then print this document and sign and date in the space designated as "Learning Contract" on the final page of this document.
4. The student submits this to the Faculty Liaison for review, approval and signature/date if no changes are needed.
5. **All parties should keep a copy of this document each time it is changed and/or signed and dated.**
6. At the end of each semester, field instructors will evaluate the student's level of competency demonstrated. Field instructors will enter their evaluation ratings for the student in the appropriate column on the far right using the numerical rating scale provided at the bottom of each page.
7. The student and the field instructor then print this document and sign and date in the space designated as "__ Semester Evaluation" on the final page of this document.
8. The student submits this to the faculty liaison for review, signature and date.
9. **All parties should keep a copy of this document each time it is changed and/or signed and dated.**

This document is intended to be added to as needed when approved by the Faculty Liaison.

Competency #1: Identify as a professional social worker and conduct oneself accordingly. Social workers serve as representatives of the profession, its mission, and its core values. They know the profession’s history. Social workers commit themselves to the profession’s enhancement and to their own professional conduct and growth.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Practice personal reflection and self-correction.	I will reflect on my experiences in field during weekly supervision and seek feedback from my field instructor to improve my learning.				
Demonstrate professional demeanor in behavior, appearance, and communication.	I will seek feedback each week from my supervisor regarding my professional demeanor and use this to improve as indicated.				
Use supervision and consultation.	I will complete the Safety checklist with field instructor and submit to faculty liaison by due date. I will prepare an agenda for supervision. I will take initiative in scheduling weekly supervision. I will bring my learning contract for review once a month during supervision. I will integrate feedback from supervision into my practice and review how this is going with my supervisor.				

Field Instructor’s Comments for First Semester:

Field Instructor’s Comments for Second Semester:

Competency #2: Apply social work ethical principles to guide professional practice. Social workers have an obligation to conduct themselves ethically and engage in ethical decision-making. They are knowledgeable about the value base of the profession, its ethical standards, and relevant law.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Recognize and manage personal value in a way that allows professional values to guide practice.	I will discuss my personal values when they conflict with the values of the profession during weekly supervision and with my Faculty Liaison during communication labs and seminars.				
Make ethical decisions by applying NASW or International ASW Code of Ethics using ethical reasoning to arrive at principled decisions.	I will present case scenarios to my supervisor and to my Faculty Liaison in communication labs and seminars that require ethical reasoning.				
Tolerate ambiguity in resolving ethical conflicts.	I will seek guidance when I experience an ethical conflict that is not “clear cut” from my supervisor.				

Field Instructor’s Comments for First Semester:

Field Instructor’s Comments for Second Semester:

Competency #3: Apply critical thinking to inform and communicate professional judgments. Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge and practice wisdom.	During supervision, communication labs and seminars I will discuss material from class and experiences from the field and how I can integrate them.				
Analyze models of assessment, prevention, intervention, and evaluation.	I will conduct an initial assessment on four clients and present one during seminar.				
Demonstrate effective oral and written communication in working with individuals, families, groups, organization, communities, and colleagues.	I will analyze and synthesize the findings of the intake assessment in written form. I will co-facilitate a group. I will adhere to agency requirements for written documentation. I will orally present cases during supervision, communication labs and seminars. I will present on my agency and my field experience during seminar.				

Field Instructor’s Comments for First Semester:

Field Instructor’s Comments for Second Semester:

Competency #4: Engage diversity and difference in practice. Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate 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.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Recognize the extent to which a culture’s structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.	I will interact with individuals who are different from me based on age, SES, color, culture, disability, ethnicity, gender, religion and/or sexual orientations and review during supervision and seminars.				
Communicate understanding of the importance of difference in shaping life experiences.	I will discuss the similarities and differences each client brings to the agency from a strengths based perspective and review in weekly supervision and seminars.				

Field Instructor’s Comments for First Semester:

Field Instructor’s Comments for Second Semester:

Competency #5: Advance human rights and social and economic justice. Each person has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. They incorporate social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Understand forms and mechanisms of oppression and discrimination.	I will identify barriers clients face when accessing services at my agencies and at other agencies and discuss during supervision.				
Advocate for human rights and social and economic justice.	I will advocate on an agency level for clients to access needed services.				
Engage in practices that advance social and economic justice.	I will participate in Legislative Education Awareness Day in Lansing.				

Field Instructor’s Comments for First Semester:

Field Instructor’s Comments for Second Semester:

Competency #6: Engage in research-informed practice and practice-informed research. Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. They comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Use practice experience to inform scientific inquiry.	I will compare practice experience in the field to class material and discuss during supervision, in classes, communication labs and in seminars.				
Use research evidence to inform practice.	I will discuss evidence based practices with my supervisor, in classes, communication labs and seminars that apply to the population my agency serves.				

Field Instructor’s Comments for First Semester:

Field Instructor’s Comments for Second Semester:

Competency #7: Apply knowledge of human behavior and the social environment. Social workers are knowledgeable about human behavior across the life course: the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation.	I will work with clients to assess, analyze and formulate treatment plans from a strengths based framework, and evaluate the effectiveness of outcomes and make revisions as indicated.				
Critique and apply knowledge to understand person and environment.	I will discuss client situations and the ways their family of origin, agency, system, community and society promotes or deters them from achieving health and well-being in supervision, communication labs, and seminars.				

Field Instructor’s Comments for First Semester:

Field Instructor’s Comments for Second Semester:

Competency #8: Engage in policy practice to advance social and economic well-being and to deliver effective social work services. Social workers understand that policy affects service delivery and they actively engage in policy practice. They know 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.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Analyze, formulate, and advocate for policies that advance social well-being.	I will read a law that affects clients I serve and write to a legislator to address aspects that are socially unjust and reflect on this experience in my journal, supervision, and seminars.				
Collaborate with colleagues and clients for effective policy action.	I will implement a petition, a plan and/or a demonstration with clients, colleagues or peers and reflect on this experience in my journal, supervision, and seminars.				

Field Instructor’s Comments for First Semester:

Field Instructor’s Comments for Second Semester:

Competency #9: Respond to contexts that shape practice. Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. They recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Continuously appraise and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services.	I will survey consumers at the agency about their satisfaction with the use of technology in meeting their needs, i.e. use of voicemail, email, returned calls...				
Provide leadership in promoting sustainable changes in service to improve the quality of services.	I will summarize the findings of the survey in a report and explore ways to promote change in the agency during supervision and seminars.				

Field Instructor’s Comments for First Semester:

Field Instructor’s Comments for Second Semester:

Competency #10: Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities. Social workers recognize individuals, families, groups, organizations, and/or communities as clients. Social workers possess the knowledge and skills to practice with clients while recognizing the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at all levels including: identifying, analyzing, and implementing evidence-based interventions designed to achieve client goal; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.					
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation	
				1st	2nd
Effectively prepare for interaction with clients.	I will shadow social workers in my agency and review client files and then be shadowed by a social worker to prepare for client interaction.				
Use interpersonal skills to engage clients.	I will use interpersonal skills from the communication labs when engaging with clients such as: reflective listening, empathy, open ended questions, content clarification, seeking feedback, and appropriate confrontation and problem solving.				
Develop a mutually agreed upon focus of work, goals, objectives and desired outcomes.	I will write goals, objectives and desired outcomes in the client's own words.				
Assess client strengths and limitations.	I will ask clients to help me assess their strengths and limitations and I will seek feedback during supervision.				
Use appropriate interventions.	I will use evidence based interventions to develop treatment plans.				
Collect, organize, critically analyze and interpret client data to monitor and evaluate interventions.	I will use a number of methods to evaluate the effectiveness of interventions, such as client report, worker observation, and rating scales.				
Implement prevention interventions that enhance client capacities.	I will implement evidence based prevention activities with clients.				
Help clients to achieve goals and/or resolve problems through negotiation, mediation, advocacy and the facilitation of transitions and endings.	I will assist clients to navigate around barriers to by using a strengths based perspective using skills from classes and review during supervision.				

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

Additional Comments:

1=Unacceptable Progress 2=Insufficient Progress 3=Emerging Competence 4=Competent 5=Advanced Competence N/A=Not applicable (please explain)

Role	Learning Contract Signature & Date	1st Semester Evaluation Signature & Date	2nd Semester Evaluation Signature & Date
Student			
Primary Field Instructor			
Secondary Field Instructor			
Faculty Liaison			