



DEPARTMENT OF SOCIAL WORK

MSW FOUNDATION YEAR FIELD LEARNING CONTRACT

To be filled out by MSW Field Student:

MSW Student Name:	
MSW Field Instructor Name:	
MSW Task Supervisor (If applicable):	
MSW Field Agency Name:	
MSW Faculty Field Coordinator/Liaison:	

Please indicate: ☐ Fall Semester

☐ Spring Semester

I. Agency and MSW Field Instructor (to be completed by MSW Field Instructor)

- a. Description of field setting:
- b. Description of specific unit/service of which Field Instructor is a part:
- c. Agency and Field Instructor's views on field instruction:
- d. Preferred method of teaching MSW student interns:

II. MSW Student (to be completed by MSW Student)

- a. Assessment of *current* strengths (Student should analyze the separate areas of knowledge, skills, and values.)
 - Knowledge:
 - Skills:

Values:

- b. Student assessment of personal limitations (Student should analyze the separate areas of knowledge, skill, and values.)

Knowledge:

Skills:

Values:

- c. Career goals
- d. Experiences desired during the semester

III. Educational Plan (to be completed jointly by MSW Student and MSW Field Instructor)

- a. Student Orientation to Agency (includes content and time frame for the Agency's orientation process)

- b. Behavioral Competencies Field Learning Activities (use attached Form)

Behavioral competencies are those activities in which the MSW Student will engage in order to meet or achieve each learning objective. Practice tasks should be clearly stated, feasible, and whenever possible, placed within a specific time frame. Please contact the MSW Field Coordinator immediately if the Agency is unable to provide one or more Learning Activities for the required behavioral competencies.

- c. Performance Measurements of Behavioral Competencies (use attached Form)

Performance measures indicate the ways in which the MSW Student's performance will be evaluated in relation to the achievement of objectives. They may include direct MSW Field Instructor observations, staff feedback, supervisory

conferences, recording (written, audio or video), presentations, client responses, assignments, etc. Please consult with the MSW Field Coordinator or MSW Faculty Field Liaison for ideas on how to meet the specific competency.

IV. Personnel Details **(to be completed jointly by MSW Student and MSW Field Instructor)**

a. Hours and days for field work

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

b. Supervisory plan (day and time the required one hour of supervision for per week is done)

c. Holiday arrangements

d. Sick leave arrangements

e. Special arrangements (may include such items as required medical tests, travel reimbursements, and/or required attendance at specific staff meetings, etc.)



MSW Learning Activities and Measurement

MSW Student Name: _____

Date: _____

Learning contracts are developed jointly by the MSW student and MSW Field Instructor at the beginning of the semester. Students and the practicum agency share joint responsibility in selecting field activities and tasks that ensure mastery of all program goals and behavioral competencies. The third column details how the MSW Field Instructor will know or measure the student's performance. Measurement may occur through discussions, observations, or the student presenting data or information from the specified task in the second column. The MSW student and MSW Field Instructor must sign the initial approval page prior to submitting.

The student's performance will be assessed on this document at midterm and again at the end of the semester.

At the conclusion of the semester, the MSW Field Instructor will assess the student's level of performance for each ***practice indicators*** in the last column. The MSW Field Instructor should discuss the final evaluation with the student. It is permissible and encouraged to type/write notes detailing feedback and growth opportunities. Student performance will be rated according to the following scale:

- 1 = Grade of "F"** – **Unsatisfactory** (*did not meet expectations, or no evidence of practice behavior*)
- 2 = Grade of "C - D"** – **Marginal/Emergent Performance** (*minimal effort does not meet minimum expected level of performance for a MSW student &/or emerging performance; evidence the practice behavior is just beginning to emerge*)
- 3 = Grade of "B"** – **Meeting Expectations** (*consistently demonstrates practice behavior at an acceptable level of performance for a MSW student; this is the minimal expected level of performance for all MSW students*)

- 4 = Grade of “A”** – **Exceeding Expectations** (*consistently exceeded expectations through exceptional performance in demonstrating the practice behavior*)
- 0 – Not Applicable** – *Only if there has not been adequate opportunity to complete the task or objective (appropriate at mid-term, but inappropriate at end of the semester)*

Program Goals	MSW Behavioral Core Competencies	Field Learning Activities/Practice Tasks	Method of Evaluation How competencies will be measured by MSW Field Instructor	Semester Evaluation Section- Practice Behavior Indicators’ Outcomes (How well were tasks performed?)
(1.) Ethical and Professional Behavior	1. The MSW Student will demonstrate ethical and professional behavior			1a. ____ The MSW Student makes ethical decisions by applying the standards of the NASW <i>Code of Ethics</i> , relevant laws and regulations, models for ethical decision-making, ethical conduct in research, and additional code of ethics as appropriate to the context.
				1b. ____ The MSW Student accurately uses reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
				1c. ____ The MSW Student attends to professional demeanor in behavior, appearance, and in oral, written, and electronic communication.
				1d. ____ The MSW Student demonstrates the ability to use technology ethically and appropriately to facilitate practice outcomes.
				1e. ____ The MSW Student uses supervision and consultation to guide professional judgment and professional behavior.
(2.) DIVERSITY AND DIFFERENCE IN PRACTICE	2. The MSW Student will engage diversity			2a. ____ The MSW Student demonstrates the ability to effectively apply and communicate an understanding of the importance of diversity and

	and difference in practice			difference in shaping life experiences in practice at the micro, mezzo, and macro levels.
				2b. ____ The MSW Student demonstrates the ability to present his or herself as a learner and engage clients and constituents as experts of their own experiences.
				2c. ____ The MSW Student effectively apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.
(3.) HUMAN RIGHTS AND SOCIAL, ECONOMIC, AND ENVIRONMENTAL JUSTICE	3. The MSW Student will advance human rights and social and economic justice.			3a. ____ The MSW Student effectively applies an understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.
				3b. ____ The MSW Student engages in practice that advances social, economic, and environmental justice.
(4.) PRACTICE-INFORMED RESEARCH AND RESEARCH-INFORMED PRACTICE	4. The MSW Student will engage in research-informed practice and practice-informed research.			4a. ____ The MSW Student uses practice experience and theory to inform scientific inquiry and research.
				4b. ____ The MSW Student applies critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.
				4c. ____ The MSW Student translates research evidence to inform and improve practice, policy, and service delivery.
(5.) POLICY PRACTICE	5. The MSW Student will engage in effective policy			5a. ____ The MSW Student identifies social policy at the local, state, and federal levels that impact wellbeing, service delivery, and access to social services.

	practice to advance social and economic well-being and to deliver effective social work .			5b. ____ The MSW Student assesses how social welfare and economic policies impact the delivery of, and access to, social services.
				5c. ____ The MSW Student applies critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.
(6.) ENGAGEMENT WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES	6. The MSW Student will effectively engage with diverse individuals, families, groups, organizations, and communities.			6a. ____ The MSW Student effectively applies knowledge of human behavior and the social environment, the person-in-the-environment perspective, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.
				6b. ____ The MSW Student uses empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.
(7.) ASSESSMENT WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES	7. The MSW Student will effectively assess diverse individuals, families, groups, organizations, and communities with regard to social work practice.			7a. ____ The MSW Student to collects and organizes data, and applies critical thinking to interpret information from clients and constituencies.
				7b. ____ The MSW Student to effectively applies knowledge of human behavior and the social environment, the person-in-the-environment perspective, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.
				7c. ____ The MSW Student develops mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.

				7d. _____ The MSW Student selects appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.
(8.) INTERVENTION WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES	8. The MSW Student will effectively intervene with individuals, families, groups, organizations, and communities			8a. _____ The MSW Student critically selects and implements interventions to achieve practice goals and enhance capacities of clients and constituencies.
				8b. _____ The MSW Student applies knowledge of human behavior and the social environment, the person-in-the-environment perspective, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.
				8c. _____ The MSW Student utilizes inter-professional collaboration, as appropriate, to achieve beneficial practice outcomes.
				8d. _____ The MSW Student to negotiates, mediates, and advocates with, and on behalf of, diverse clients and constituencies.
				8e. _____ The MSW Student facilitates effective transitions and endings that advance mutually agreed-on goals.
(9.) EVALUATION OF PRACTICE WITH INDIVIDUALS, FAMILIES, GROUPS,	9. The MSW Student will evaluate social work processes and outcomes			9a. _____ The MSW Student selects and uses appropriate methods for evaluation of outcomes.

ORGANIZATIONS AND COMMUNITIES	with individuals, families, groups, organizations, and communities.			9b. ____ The MSW Student applies knowledge of human behavior and the social environment, the person-in-the-environment perspective, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.
				9c. ____ The MSW Student critically analyzes, monitors, and evaluates interventions and program processes and outcomes.
				9d. ____ The MSW Student applies evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Comments:

Initial MSW Learning Contract Approval

(Signifies initial approval of the *MSW Learning Contract*; completed at beginning of semester)

Signature of MSW Field Instructor

Date

PRINT NAME OF MSW FIELD INSTRUCTOR

Signature of MSW Task Supervisor (If applicable)

Date

PRINT NAME OF MSW TASK SUPERVISOR

Signature of MSW Student

Date

PRINT NAME OF MSW STUDENT

Signature of MSW Field Coordinator/Field Instructor

Date

PRINT NAME OF MSW FIELD COORDINATOR

MID-TERM EVALUATION

(Must be signed in pen/ink)

The field instructor/task supervisor should jointly rate the student's performance using the assessment scale of 0 to 5 detailed at the beginning of the learning contract. Findings and feedback should be shared with the student.

☐ Satisfactory Performance

☐ Unsatisfactory Performance

Field Instructor
Date

Student Signature
Date

Task Supervisor (If Applicable)	Date
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Field Coordinator Signature _____ Date _____

Comments:

[illegible]

FINAL EVALUATION

(Must be signed in pen/ink)

The field instructor/task supervisor should jointly rate the student's performance using the assessment scale of 0 to 5 detailed at the beginning of the learning contract. Findings and feedback should be shared with the student.

☐ Satisfactory Performance

☐ Unsatisfactory Performance

Final semester grade recommendation: _____ (A, B, C, D, F)

Field Instructor

Date

Student Signature

Date

Task Supervisor (If Applicable)

Date

Field Coordinator Signature

Date

Comments:
