

BSW Student/Field Instructor Learning Contract

First Semester Placement (Spring semester, Junior year)

Student's Name: _____ Date: _____

Agency: _____
Agency Address: _____

Agency Telephone No. _____

Field Instructor's Name: _____
Field Instructor's Title: _____
Field Instructor's E-mail: _____

Faculty Liaison: _____

Junior Year:

Students are required to perform an 8-hour per week placement for 10 weeks, totaling 80 hours in the junior semester.

Senior Year:

In the senior year, students will return for two additional semesters of 15 weeks per semester/16-hours per week. As seniors, students will be required to have independent social work responsibility in client cases. One hour of supervision must be with an MSW.

The following are the objectives for the junior semester

Our expectations are that students will:

Student will participate in the following activities to meet the objective:

<p>1. Demonstrate the ability to engage with clients and constituents.</p>	<ul style="list-style-type: none">• I will shadow individuals in the field setting.• I will interface directly with consumers and families, colleagues, administrators, and community leaders, individually and in groups.• I will co-facilitate a group.• I will attend and participate in events (rallies, etc.) related to the field site.
<p>2. Demonstrate professional work habits, collegiality and time management.</p>	<ul style="list-style-type: none">• I will manage my calendar, balancing class, field and personal life.• I will have attendance that demonstrates a commitment to field.• I will make field placement a professional commitment using professional standards in dress, and self care.• I will form positive working relationships with clients, staff, field agency employees and peers.• I will be professional with my use of communication devices and social media, including cell phones, personal e-mail, Facebook, etc.

Our expectations are that students will:

Student will participate in the following activities to meet the objective:

<p>3. Identify ethical issues and dilemmas related to social work practice that arise in this setting.</p>	<ul style="list-style-type: none">• I will read and discuss NASW Code of Ethics.• I will discuss ethical practice in supervision.• I will be respectful of a variety of points of view.• I will attend ethics trainings offered at the field site.• I will familiarize myself with agency protocols for protecting client confidentiality and reviewing the process of informed consent.
---	--

<p>4. Demonstrate awareness of cultural differences in social work practice that arise in this setting.</p>	<ul style="list-style-type: none">• I will attend cultural competency trainings offered at my field site.• I will interact sensitively with the diverse client base and agency staff.• I will learn about the cultures represented within the population.• I will identify ways in which cultural awareness gets carried through to service delivery.
--	--

Our expectations are that students will:

Student will participate in the following activities to meet the objective:

5. Develop understanding of an agency, its mission, policies and structure.	<ul style="list-style-type: none">• I will learn about the organization by reviewing the organizational chart, funded grants, annual report, etc...• I will familiarize myself with agency mission statement and policies.• I will keep up with ongoing changes in programs.• I will share information about the field site's programs, resources and activities at the School of Social Work.
6. Become aware of agency documentation practices.	<ul style="list-style-type: none">• I will review typical client charts.• I will learn the policies for record keeping.• I will practice writing notes suitable for client charts.
7. Demonstrate self-awareness and the ability to reflect on self-presentation.	<ul style="list-style-type: none">• I will reflect on my self-presentation in supervision.• I will express awareness of my reactions to practice situations.• I will accept feedback on my self-presentation and respond to it appropriately.

Our expectations are that students will:

Student will participate in the following activities to meet the objective:

<p>8. Develop an understanding of the relationship between social policy and agency practice.</p>	<ul style="list-style-type: none">• I will read funded grants that support social services in the agency.• I will attend and participate in events (rallies, hearings, etc.) on issues that relate to the placement.• I will review social policies at the federal, state and administrative level that impact services to the clientele of the agency.• I will learn about proposed state policies (e.g., legislation) that would affect the agency and/or its clientele.• I will review agency policies and practices as they relate to the wellbeing of clients.
<p>9. Become aware of the processes of changing individuals, families, communities and social policies.</p>	<ul style="list-style-type: none">• I will shadow agency staff engaged in individual, family and group work.• I will attend and participate in events (rallies, etc.) related to the field site.• I will provide case management assistance to providers.• I will attend and participate as appropriate in agency meetings with community partners.• I will observe at agency meetings designed to change internal and external policies.

We have discussed the BSW learning contract objectives and the activities that will meet those objectives.

Yes _____ No _____

We have discussed the expectations of the intern regarding illness, holidays, personal time, make-up for lost time, notification and coverage during absences.

Yes _____ No _____

We have discussed the agency's policies on worker safety and how the intern will handle client emergencies or other emergencies while on agency property.

Yes _____ No _____

Student signature: _____

Date: _____

Field Instructor signature: _____

Date: _____

Faculty Liaison signature: _____

Date: _____