**WESTERN MICHIGAN UNIVERISTY SCHOOL OF SOCIAL WORK**

**Field Education Learning Contract and Evaluation**

**Check Appropriate:** \_\_\_X\_\_**BSW \_\_\_\_\_MSW Foundation**

**Student’s Name:** John Doe \_\_\_\_\_\_\_\_\_ **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Field Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Agency: Child Welfare Agency**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secondary Field Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.**

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| **E.P. 2.1.1 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** |
| PB1 Advocate for client access to the services of social work | I will advocate for the children at my agency to insure that they receive the best placement possible while in foster care. I will also advocate on behalf of the birth parents in court to insure that all family services are accessed. |  |  |  |  |
| PB2 Practice personal reflection and self-correction. | I will reflect on my experiences in field during weekly journals and seek feedback from field instructor and faculty liaison to improve my learning. |  |  |  |  |
| PB3 Attend to professional roles and boundaries | I will seek feedback from my supervisor regarding situations in which I am unclear about the boundaries with a client. I will strive to maintain professional roles and boundaries with clients and staff at all times. |  |  |  |  |
| PB4 Demonstrate professional demeanor in behavior, appearance, and communication. | I will seek feedback each week from my supervisor regarding my professional demeanor and use it to improve as indicated. |  |  |  |  |
| PB5 Engage in life-long learning | I will attend trainings and seminars at WMU related to my field of social work. I will discuss what I have learned with my field instructor and how I can best utilize the information in my placement. |  |  |  |  |
| PB6 Use supervision and consultation. | I will complete the safety checklist and learning contract to field instructor and faculty liaison by due date. 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 field instructor. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **E.P. 2.1.2 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** |
| PB7 Recognize and manage personal value in a way that allows professional values to guide practice | I will discuss my personal values through journals when they conflict with the values of my agency. I will discuss these conflicts with field instructor and faculty liaison during weekly supervision. |  |  |  |  |
| PB8 Make ethical decisions by applying NASW or International ASW Code of Ethics using ethical reasoning to arrive at principled decisions | I will use ethical decision making and follow the NASW code of ethics at all times. I will discuss with field instructor and faculty liaison when I have an ethical dilemma to problem solve appropriate response. |  |  |  |  |
| PB9 Tolerate ambiguity in resolving ethical conflicts | I will journal when I experience ethical decisions that are not “clear cut” with regards to foster care. I will also discuss these experiences with my field instructor. I will seek feedback to increase my ability to tolerate ethically ambiguous decisions and policies to develop the skills of identifying bias and ethical decision making. |  |  |  |  |
| PB10 Apply strategies of ethical reasoning to arrive at principled decisions | I will discuss any situation that requires ethical decision making with my field instructor and faculty liaison. I will also refer to the NASW Code of Ethics when I have a concern about decisions that do not adhere to the code in order to develop ethical decision making skills. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **E.P. 2.1.3 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** |
| PB11 Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge and practice wisdom | During supervision and field seminars I will discuss material from class and experiences from field and how I can integrate them. |  |  |  |  |
| PB12 Analyze models of assessment, prevention, intervention, and evaluation | I will learn how to assess. I will shadow social workers and then independently conduct two foster care assessments. |  |  |  |  |
| PB13 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 assessments in written form. I will adhere to agency requirements for written documentation. I will present about my foster care agency during class seminar. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **E.P. 2.1.4 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, reli8gion, 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** |
| PB14 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 parents who are different from me. I will learn how to facilitate trainings for parents who are diverse based on age, SES, color, culture, disability, ethnicity, gender, religion, and/or sexual orientations and review during supervision and seminars. |  |  |  |  |
| PB15 Gain sufficient self-awareness to eliminate the influence of personal biases | I will journal about my experiences working with foster care parents and the challenges, or personal biases I may have regarding this population. I will seek to educate myself about the specific challenges that they face like homelessness, unemployment, poor education etc. I will seek to eliminate these biases by gaining a better understanding of each client as a unique individual. |  |  |  |  |
| PB16 Recognize and communicate understanding of the importance of difference in shaping life experiences | I will discuss the similarities and differences each client brings to the foster care program using a strengths based perspective and review in weekly supervision and seminars. |  |  |  |  |
| PB17 View yourself as a learner and engage those that you work with as informants | I will continuously seek to view myself as a learner from the parents and staff that I work with regarding foster care. I will conduct periodic interviews with staff and clients as informants for my practice. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **E.P. 2.1.5 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, institution, sand 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** |
| PB18 Understand forms and mechanisms of oppression and discrimination | I will identify barriers clients face when accessing services in the community by participating in a community event on behalf of my agency. |  |  |  |  |
| PB19 Advocate for human rights and social and economic justice | Attend a community event that focuses on social and economic justice. |  |  |  |  |
| PB 20 Engage in practices that advance social and economic justice | I will work as an advocate for clients to ensure that their needs are being met in the Foster Care program. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **E.P. 2.1.6 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** |
| PB 21 Use practice experience to inform scientific inquiry | I will compare practice experiences in the field with class material and discuss during supervision and in reflection journals. |  |  |  |  |
| PB 22 Use research evidence to inform practice | I will be trained in an evidence based program. I will help to implement program to assist clients with infants and toddlers in foster care. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **E.P. 2.1.7 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 tor 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** |
| PB23 Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation | I will work with clients to assess, analyze, and formulate client self-identified goals and treatment plans. I will evaluate the effectiveness of outcomes and make revisions as indicated. |  |  |  |  |
| PB24 Critique and apply knowledge to understand person and environment | Discuss with supervisor case history of clients and their culture or family history. Talk about how this affects their future outcome and treatment in the foster care program. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **E.P. 2.1.8 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** |
| PB25 Analyze, formulate, and advocate for policies that advance social well-being | I will advocate for policies at the city, state or federal level that help to eliminate barriers for reunification of families in foster care such as stable housing. |  |  |  |  |
| PB26 Collaborate with colleagues and clients for effective policy action | I will seek out information on policies that affect foster care children. I will seek to educate the community on ways to help implement the best policies. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **E.P. 2.1.9 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** |
| PB27 Continuously appraise and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services | I will reach out to families who have dropped out of parenting classes and encourage them to return. I will survey parents who have left prematurely to find out why they left and what we could do to better serve them. |  |  |  |  |
| PB28 Provide leadership in promoting sustainable changes in service to improve the quality of services | I will approach my field instructor with ideas about how to improve the quality of services for parents. This will allow me to develop proactive skills in quality improvement. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **E.P. 2.1.10 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** |
| PB29 Substantively and affectively prepare for action with individuals, groups, organizations, and communities | I will shadow foster care workers and review client files and then be shadowed by a social worker to prepare for client interaction. |  |  |  |  |
| PB30 – Engagement(a) – Use empathy and other interpersonal skills to engage clients | I will use interpersonal skills when engaging clients such as: reflective listening, empathy, open ended questions, content clarification, seeking feedback, and appropriate confrontation and problem solving. |  |  |  |  |
| PB31 – Engagement(a) – Develop a mutually agreed upon focus of work and desired outcomes | I will assist parents in developing group goals and objectives to focus our work and desired outcomes in the parenting class. |  |  |  |  |
| PB32 – Engagement(a) – Collect, organize, and interpret client data | I will use assessments to evaluate the effectiveness of interventions such as client report, worker observations, and rating scales. |  |  |  |  |
| PB33 – Assessment(b) - Assess client strengths and limitations | I will work with clients to assess, analyze, and formulate client self-identified goals and treatment plans in the foster care program. |  |  |  |  |
| PB34 – Assessment(b) – Develop mutually agreed-upon interventions, goals, and objectives | I will work with clients in the program to develop personal goals and objectives for improving their parenting skills. |  |  |  |  |
| PB35 – Assessment(b) – Selected appropriate intervention strategies. | I will use evidence based interventions such as Incredible Years Program. |  |  |  |  |
| PB36 – Assessment(b) – Initiate actions to achieve organizational goals | I will work to achieve higher retention rates of Incredible Years parents by collaborating with IY teachers to achieve this organizational goal. |  |  |  |  |
| PB37 – Intervention(c) – Implement prevention interventions that enhance client capacities | I will implement evidence based prevention activities such as Incredible Years Program with clients. |  |  |  |  |
| PB38 – Intervention(c) – Help clients resolve problems | I will assist clients to navigate around barriers by using the Incredible Years Program and review during supervision. |  |  |  |  |
| PB39 – Intervention(c) - Negotiate, mediate, and advocate for clients | I will assist parents in IY program in resolving problems through mediation, negotiation, and advocacy |  |  |  |  |
| PB40 – Intervention(c) – Facilitate transitions and endings | I will assist in the facilitation of transitions and endings by recognizing parents’ challenges and successes along the way in IY. |  |  |  |  |
| PB41 – Evaluation(d) – Critically analyze, monitor, and evaluate interventions | I will assist in critically analyzing and monitoring the effectiveness of the IY classes that our team puts in place throughout the program. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

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| **WMU Additional Competency #11: Practice appropriate self-care to enhance effectiveness, minimize secondary trauma, and prepare for a career of well balanced social work practice** | | | | | |
| **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** |
| **WMU PB42 Practice appropriate physical self-care** | I will exercise on a regular basis for self-care. |  |  |  |  |
| **WMU PB43 Practice appropriate emotional self-care** | I will practice journaling, praying, meditating, listening to music or another form of emotional  self -care on a regular basis. |  |  |  |  |

**Field Instructor’s Comments for First Semester:**

**Field Instructor’s Comments for Second Semester:**

**Additional Comments:**

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