# WESTERN MICHIGAN UNIVERISTY SCHOOL OF SOCIAL WORK

**Field Education Learning Contract and Evaluation**

**MSW Concentration-Policy, Planning and Administration (PPA)**

**Student’s Name:**

# Phone:

**E-mail:**

**Primary Field Instructor:**

**Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:**

**Phone:**

**E-mail:**

**Secondary Field Instructor:**

**Phone**

**E-mail:**

**Faculty Liaison:**

**Phone**

1. **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.
1. The student submits this to the Faculty Liaison for review, approval and signature/date if no changes are needed.

# All parties should keep a copy of this document each time it is changed and/or signed and dated.

1. 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**.**

1. 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.
2. The student submits this to the faculty liaison for review, signature and date.

# 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. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB1Integrate personal reflection, self-correction and professional development in professional leadership role in working with organizations and communities. |  |  |  |  |  |
| PPAPB2 Demonstrate capacity to coordinateactivities, develop leadership, and delegate tasks in working with staff, committees, or coalitions to address a range of human and societal needs. |  |  |  |  |  |

**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 themselvesethically and engage in ethical decision-making. They are knowledgeable about the value base of the profession, its ethical standards, and relevant law. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB3 Approach ethical dilemmas with self-reflection, appreciation of complexity of context and understanding of diversity of perspectives: and use a systematic approach to arrive at a decision. |  |  |  |  |  |

**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 principlesof 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. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB4 Critically evaluate data and information atthe organization, community, or client system level pertaining to management issues to inform decision making. |  |  |  |  |  |

**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 experienceand 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. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB5 Advocate for and engage in participatoryprocesses and management practices that are inclusive and increase empowerment for those organizations, groups and communities that have been marginalized or excluded. |  |  |  |  |  |

**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, anadequate 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. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB6 Contact legislative or administrativedecision makers to explain and advocate for a policy. |  |  |  |  |  |

**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. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB7 Analyze empirical frameworks andmodels of program planning to understand their implications for improving the quality of life for marginalized groups. |  |  |  |  |  |

**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 acrossthe 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. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB8 Utilize a bio-psycho-social perspective tounderstand the functioning of individuals, families, groups, communities, and societies for the analysis of social policies. |  |  |  |  |  |

**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 workersunderstand 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. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB9 Apply knowledge of the historical effectsof oppression, discrimination, and economic and social disparities on populations to develop, revise and enact social welfare 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 evolvingorganizational, 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. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB10 Articulate the relationships amongsocial policy, organizational structures, and interests of all stakeholders: and assess the impact on the organization, and the implementation, of social work services. |  |  |  |  |  |

**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 workersrecognize 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. |
| **Macro Advanced Practice Behaviors** | **Activities or products:** How will you demonstratethat you are competent in each practice behavior? | **Date Added** | **Date Completed** | **Semester Evaluation** |
| **1st** | **2nd** |
| PPAPB11 Demonstrate and apply anunderstanding of the breadth of managerial activities required of the human service executive including staff recruitment and development, supervision, and team building. |  |  |  |  |  |
| PPAPB12 Implement intervention strategiesbased on comprehensive assessment and goals with individuals, families, groups, organizations, and community. |  |  |  |  |  |
| PPAPB13 Critically review, plan, and developprograms and grants, and evaluate their implementation challenges and possible solutions to these challenges. |  |  |  |  |  |

**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** |  |  |  |  |  |
| **WMU PB43 Practice appropriate emotional****self-care** |  |  |  |  |  |

**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** |  |  |  |  |