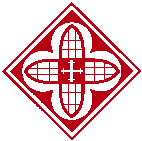
[](http://homepages.stmartin.edu/fac_staff/dstout/images/logo.gif)

**SAINT MARTIN’S UNIVERSITY**

**SOCIAL WORK PROGRAM**

FIELD EDUCATION CONTRACT

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| * FALL \_\_\_\_\_\_\_\_\_\_\_\_\_ semester * SPRING \_\_\_\_\_\_\_\_\_\_ semester * SUMMER \_\_\_\_\_\_\_\_\_ semester | * SW 390 * SW 490 * SW 492   ACADEMIC CREDITS \_\_\_\_\_\_\_\_ | PRACTICUM SCHEDULE (D/T) |
| **STUDENT NAME:** | | **PHONE:** |
| **EMAIL:** |
| **AGENCY NAME:**  **ADDRESS:** | | **PHONE:** |
| **EMAIL:** |
| **AGENCY SUPERVISOR NAME:**  **TITLE/DEGREE/LICENSE:** | | **PHONE:** |
| **EMAIL:** |
| **PRACTICUM DUTIES AND RESPONSIBILITIES:** | | |
| ***Confidentiality Statement***: Each of the parties to this educational contract recognize the sensitivity of the client information acquired during client-provider interactions and therefore agree to maintain and protect the confidentiality of client information and records. Although the educational nature of the experience may necessitate discussion of client/provider interactions, under no circumstance will the identity of any individual client be disclosed beyond the student, practicum liaison, and practicum instructor relationship, and then only when necessary.  ***We attest that we have jointly negotiated and agreed to this practicum learning contract.*** | | |
| **STUDENT SIGNATURE: DATE:** | | |
| **AGENCY SUPERVISOR SIGNATURE: DATE:** | | |
| **FACULTY SUPERVISOR SIGNATURE: DATE:** | | |

BSW PRACTICUM LEARNING CONTRACT

To ensure a social work generalist experience, it is important for students to engage in a wide range of micro activities (e.g. client interviews, case management, assessments & intervention with individuals and families), mezzo activities (e.g. plan, organize and lead/co-lead a support, educational or therapy group; serve on agency committee; work on a task or multidisciplinary team), and macro activities (e.g. participate in program planning and/or evaluation, policy analysis, legislative advocacy, community organizing, coalition building, grant writing/fund development) at the placement site. **Identify two to three activities under each of the 9 competencies**; new activities may need to be developed to ensure broad social work education in required domains. The learning contract is to be reviewed monthly by the student and agency field supervisor to ensure that the learning activities are still relevant and accomplished in a timely manner.

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| **BSW CORE COMPETENCIES** |
| **Competency #1— Demonstrate Ethical and Professional Behavior**  *1A: Advocate for client access to the services of social work.*  Inform cold weather clients about shower vouchers, where they can eat, and transportation. Find out which vouchers are restricted. What process does one go through to get rapid rehousing (Eileen, Whitney, AJ). Resource map. Also looking at [Thurston Together](http://thurstontogether.org/Portals/0/Resources/FRG2016-18%20FINAL%20-%20WEB%20COPY.pdf?ver=2017-01-18-190346-957) resource booklet. Can this be condensed? Geographic emphasis. Bus passes in discrete units rather than in bulk? SMU to buy.  *1B: Practice personal reflection and self-correction to assure continual professional development.*  Reflection on own views and understanding  *1C: Attend to professional roles and boundaries.*  Write policy recommendations  *1D: Demonstrate professional demeanor in behavior, appearance, and communication.*  *1E: Engage in career-long learning.*  *1F: Use supervision and consultation.*  90 min meetings as a group for follow ups, Emailing ahead of time, meeting once every two weeks, Evaluations  *1G: Initiate actions to achieve organizational goals.*  Attending off-site events with families from shelter; organizing emails/announcements/sign-ups  *1H: Recognize and manage personal values in a way that allows professional values to guide practice.*  *1I: Make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics.*  *1J: Tolerate ambiguity in resolving ethical conflicts.*  *1K: Apply strategies of ethical reasoning to arrive at principled decision.* |
| **LEARNING ACTIVITIES TO ACHIEVE PRACTICE BEHAVIORS AND COMPETENCY #1:**  **SW390/SW490(1A):** Identify X# of community resources addressing client issues related to \_\_\_X\_\_\_\_\_\_.  **SW390/SW490/SW492(1A):** Identify barriers to access resources, and strategy to overcome these barriers with individuals.  **SW390/SW90/SW492(1A):** During supervision or case consultation meetings, identify potential services that may be of benefit to client.  **SW390/SW490/SW492(1B):** Spend 10 minutes of self-reflection at the end of each internship day and identify possible areas for self-correction.  **SW390/SW490/SW492(1B):** Keep a journal and write down ½ to 1 page of self-reflection at the end of each internship day and identify possible areas for self-correction.  **SW390/SW490(1C):** Read the agency employee and intern handbooks/manuals  **SW390/SW490(1C):** Discuss with supervisor about the agency’s work culture, professional roles, and boundaries.  **SW492(1C):** Discuss with a social work profession in the same agency about the agency’s work culture, professional roles, and boundaries as it pertains to your specific population.  **SW390/SW90/SW492(1C):**Identify transference and counter transference issues that affect interventions through direct experience or through observation.  **SW390/SW490/SW492(1D):** Develop work schedule with supervisor and show up on time when scheduled to work. Email or call supervisor and/or appropriate personnel to notify of absences.  **SW390/SW490/SW492(1D):** Develop professional communication protocols and templates  **SW390/SW490/SW492(1E):** Review X evidence based article(s) addressing specific technique with your population.  **SW390/SW490/SW492(1E):** Attend a seminar, workshop, training, conference, or continuing education activity  **SW390/SW490/SW492(1F):**Develop a schedule with supervisor identifying workload priorities; manage workload effectively in order to meet obligations.  **SW390/SW490/SW492(1F):** Discuss with supervisor about personal/professional strengths and limitations with the population that you’re working with.  **SW490/SW492(1F):** Consult with a social worker to get their perspective on a case that you are working on.  **SW390/SW490(1G):** Discuss with supervisor and identify how professional boundaries are addressed in agency policy, social work code of ethics, and in practice.  **SW390/SW490(1H):** Review the NASW Code of Ethics and reflect on how your personal values aligns or not aligns with the Code of Ethics.  **SW390/SW490(1I):** Discuss with supervisor and/or other professionals on how autonomy and self-determination are addressed with population in this agency.  **SW390/SW490/SW492(1I):** Apply the NASW Code of Ethics standards to make ethical decisions on a case**.**  **SW390/SW490/SW492(1I):** Consult with supervisor and other professionals on howethical decisions are made in this field placement.  **SW492(1I):** Use the NASW Code of Ethics to help the client make their own ethical decisions.  **SW390/SW490/SW492(1I):** Review X number of cases identifying ethical issues reflecting understanding of NASW Code of Ethics.  **SW390/SW490/SW492(1J):** Process with supervisor about a case that you feel ethically conflicted about and identify solutions to tolerate the conflicted feelings.  **SW390/SW490/SW492(1J):** Observe and identify diverse approaches to ethical decision-making.  **SW390/SW490/SW492(1K):** Identify strategies to address an ethical conflict.  **SW492(1K):** Apply strategies of ethical reasoning to help a client arrive at a principled decision. |
| **Competency #2—Engage Diversity and Difference in Practice**  *2A: Recognize the extent to which a culture’s structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.*  *2B: Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups.*  *2C: Recognize and communicate their understanding of the importance of difference in shaping life experiences.*  *2D: View self as learners and engage those with whom they work as informants.* |
| **LEARNING ACTIVITIES TO ACHIEVE PRACTICE BEHAVIORS AND COMPETENCY #2:**  **SW390/SW490/SW492(2A):** Identify agency practices that may be oppressive, marginalizing or alienating to clients.  **SW390/SW490/SW492(2A):** Process with supervisor about how your culture’s structures and values may negatively impact the population you’re working with.  **SW390/SW490/SW492(2B):** Process with supervisor about the difference between discrimination and oppression from personal perspective and how this might impact practice.  **SW390/SW490/SW492(2B):** Identify agency practices that increase tolerance, reduces stereotypes, and reduces prejudice.  **SW490/SW492(2B):** After meeting with a client, process with supervisor and/or colleagues how your personal experiences might have influenced biases and assumptions.  **SW490/SW492(2C):** Ask questions about the client’s cultural background in the intake or assessments.  **SW390/SW490/SW492(2C):** Validate the client’s personal background and difference in the intake or assessment process.  **SW390/SW490/SW492(2D):** Attend # workshops and sessions offered by organization about culturalpractice and differences  **SW490/SW492(2D):** At the beginning of a new relationship, inform the client of your role as the learner and of them as the informant driving this process. |
| **Competency #3— Advance Human Rights and Social, Economic, and Environmental Justice**  *3A: Understand the forms and mechanisms of oppression and discrimination.*  *3B: Advocate for human rights and social and economic justice.*  *3C: Engage in practices that advance social and economic justice.* |
| **LEARNING ACTIVITIES TO ACHIEVE PRACTICE BEHAVIORS AND COMPETENCY #3:**  **SW390/SW490/SW492(3A):** Describe and/or identify how population is influenced by the dominant population  **SW390/SW490/SW492(3A):** Search and read a research paper on how oppression and discrimination negatively impact individuals’ mental and physical health.   * **SW490/SW492(3A):** Review a case file and identify where in the process the client may experience discrimination or oppression. * **SW390/SW490/SW492(3B):** Identify agency practices and policies that may be lacking in human rights and social and economic justice. Identify solutions/strategies to increase human rights and social and economic justice in agency practices and policies. * **SW390/SW490/SW492(3B):** Engage in outreach activity that promotes human rights and/or social and economic justice. * **SW490/SW492(3B):** Engage in advocacy activity with client that promotes human rights and/or social justice. * **SW390/SW490/SW492(3C):** Participate in organizational activity (define) that promotes human rights. * **SW390/SW490/SW492(3C):** Participate in organizational activity (define) that promotes social justice. * **SW490/SW492(3C):** Review each case file to see if the proposed strategies advances social and economic justice for the client. |
| **Competency #4— Engage in Practice-informed Research and Research-informed Practice**  *4A: Use practice experience to inform scientific inquiry.*  *4B: Use research evidence to inform practice.*  *4C: Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom.* |
| **LEARNING ACTIVITIES TO ACHIEVE PRACTICE BEHAVIORS AND COMPETENCY #4:**  **SW390/SW490/SW492(4A):** Develop a list of questions from experience in this practice to consider for further research**.**  **SW490(4A):** Draw upon practice experience to develop research proposal in SW498.  **SW492(4A):** Draw upon practice experience to develop in the discussion sections of SW499 paper.  **SW390/SW490/SW492(4B):** Identify 1-2 articles on evidence based research applicable to this population/organization.  **SW390/SW490/SW492(4B):** Identify evidence-based practice(s)/treatment(s)/model(s) in your agency.  **SW390/SW490/SW492(4C):** Present an evidence-based practice/treatment/model to staff meeting.  **SW390/SW490/SW492(4C):** Identify a situation where the client may have benefitted from evidence informed practice.  **SW390/SW490/SW492(4C):** Review agency model of client assessment and compare to other models learned from classroom or from personal experience. |
| **Competency #5— Engage in Policy Practice**  *5A: Analyze, formulate, and advocate for policies that advance social well-being.*  *5B: Collaborate with colleagues and clients for effective policy action.* |
| **LEARNING ACTIVITIES TO ACHIEVE PRACTICE BEHAVIORS AND COMPETENCY #5:**  **SW390/SW490/SW492(5A):** Discuss with supervisor about agency policies that negatively impact client’s social well-being.  **SW490/SW492(5A):** Proposed new agency policies that would advances social well-being. Advocate for agency policy changes with supervisor and appropriate administrators.  **SW390/SW490/SW492(5A):** Identify # state/federal policies that impact the population that you work with.  **SW490/SW492(5B):** Participate in developing a policy related to this practice and that benefits agency and client population.  **SW390/SW490/SW492(5A):** Research a specific legislative issue and develop an advocacy approach for instituting change to benefit constituents.  **SW390/SW490/SW492(5B):** Interview advocacy group informing policy development affecting population.  **SW390/SW490/SW492(5B):** Participate in lobbying efforts to inform and advocate for change related to organizational goals and client population.  **SW390/SW490/SW492(5B):** Participate in education and organizing about policy that promotes and supports vision of organization**.**  **SW490/SW492(5B):** Identify a needed service in the agency and proposed a project to meet that need.  **SW490/SW492(5B):** Identify ineffective or inefficient policies/ protocols and proposed more streamlined and effective policies/protocols. |
| **Competency #6— Engage with Individuals, Families, Groups, Organizations, and Communities**  *6A: Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities.*  *6B: Use empathy and other interpersonal skills.*  *6C: Develop a mutually agreed-on focus of work and desired outcomes.*  *6D: Utilize conceptual frameworks to guide the processes of engagement.*  *6E: Critique and apply knowledge to understand person and environment.* |
| **LEARNING ACTIVITIES TO ACHIEVE PRACTICE BEHAVIORS AND COMPETENCY #6:**  **SW390/SW490(6A):** Review agency handbook, policies, and guides.  **SW390/SW490(6A):** Discuss with supervisor on expectations for interns.  **SW390/SW490/SW492(6B):** Acknowledge and smile at the clients you encounter.  **SW390/SW490/SW492(6B):** Actively listen to clients when they are talking to you.  **SW390/SW490/SW492(6C):** Develop the Field Education Contract with supervisor.  **SW390/SW490/SW492(6C):** Establish a working schedule with supervisor.  **SW390/SW490/SW492(6D):** Organize the case files.  **SW390/SW490/SW492(6D):** Review 10 case files.  **SW390/SW490/SW492(6D):** Attend # community events that are relevant to the population that you serve.  **SW390/SW490/SW492(6E):**  Help client complete an intake form.  **SW390/SW490/SW492(6E):** Discuss with supervisor and/or other social workers about client’s strengths and limitations. |
| **Competency #7—Assess Individuals, Families, Groups, Organizations, and Communities**  *7A: Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation.*  *7B: Critique and apply knowledge to understand person and environment.*  *7C: Collect, organize, and interpret client data.*  *7D: Assess client strengths and limitations.*  *7E: Develop mutually agreed-on intervention goals and objectives.* |
| **LEARNING ACTIVITIES TO ACHIEVE PRACTICE BEHAVIORS AND COMPETENCY #7:**  **SW390/SW490/SW492(7A):** Identify how (systems or other) theory is applied in this practice/organization.  **SW390/SW490/SW492(7B):** Compare intervention techniques through observations in other settings serving this population.  **SW490/SW492(7B):** Identify interdisciplinary approaches/solutions to addressing issue.  **SW390/SW490/SW492(7B):** Demonstrate how (values, ethics, and) methods of practice are largely shaped by the profession’s cultural context.  **SW490/SW492(7C):** Identify measurements of functioning that assists with process of assessment and implementation of intervention in this setting.  **SW390/SW490/SW492(7C):** Participate in team consultation meeting**.**  **SW390/SW490/SW492(7D):** Observe an assessment and Individual Service plan.  **SW390/SW490/SW492(7D):** Conduct an assessment and Individual Service Plan.  **SW490/SW492(7E):** Help client select appropriate intervention strategies.  **SW390/SW490/SW492(7E):** Review client file and intervention strategies with supervisor and/or other professionals. |
| **Competency #8—Intervene with Individuals, Families, Groups, Organizations, and Communities**  *8A: Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services.*  *8B: Help clients resolve problems.*  *8C: Provide leadership in promoting sustainable changes service delivery and practice to improve the quality of social services.*  *8D: Implement prevention interventions that enhance client capacities.*  *8E: Negotiate, mediate, and advocate for clients.*  *8F: Select appropriate intervention strategies.*  *8G: Facilitate transitions and endings.* |
| **LEARNING ACTIVITIES TO ACHIEVE PRACTICE BEHAVIORS AND COMPETENCY #8:**  **SW390/SW490 (8A):** Update the agency resource book.  **SW490/SW492(8B):** Develop working schedule with client.  **SW490/SW492(18B):** Meet with client regularly as scheduled.  **SW490/SW492(8B):** Work with client to develop support groups and resources**.**  **SW390/SW490/SW492(8C):** Work with other agencies/professionals to negotiate, mediate, and advocate on client’s behalf.  **SW390/SW490/SW492(8D):** Review evidence based literature and identify how prevention or intervention might be utilized in this placement.  **SW390/SW490/SW492(8D):** Call and introduce self to other service providers**.**  **SW390/SW490/SW492(8E):** Identify where client may need advocacy.  **SW390/SW490/SW492(8F):** Discuss with supervisor on ways to provide leadership in the agency**.**  **SW390/SW490/SW492(8G):** Process with supervisor about how transition may impact you.  **SW490/SW492(8G):** Work with client to develop transitional plan. |
| **Competency #9—Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**  *9A: Collect, organize, and interpret client data.*  *9B: Critically analyze, monitor, and evaluate interventions.*  *9C: Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.* |
| **LEARNING ACTIVITIES TO ACHIEVE PRACTICE BEHAVIORS AND COMPETENCY #9:**  **SW390/SW490/SW492(9A):** Review case with supervisor and evaluate overall practice performance.  **SW490/SW492(9A):** Check in and process with client about progress on problem solving.  **SW490/SW492(9B):** Check in on client after termination of services to determine client’s status.  **SW490/SW492(9B):** Participate in an assessment/evaluation and make notes about the elements that make it an effective assessment/evaluation.  **SW390/SW490/SW492(9C):** Engage in outreach and represent agency in the school and community.  **SW390/SW490/SW492(9C):** Complete documentation as required by placement.  **SW390/SW490/SW492(9C):** Describe an effective prevention or intervention strategy and explain why it works.  **SW390/SW490/SW492(9C):** Describe techniques used in field placement to address this population. |