



DEPARTMENT OF SOCIAL WORK

***BSW FIELD LEARNING CONTRACT AND EVALUATION***

***To be filled out by BSW Field Student:***

<b>BSW Student Name:</b>	
<b>BSW Field Instructor Name:</b>	
<b>BSW Task Supervisor (If applicable):</b>	
<b>BSW Field Agency Name:</b>	
<b>BSW Faculty Field Coordinator/Liaison:</b>	

**Please indicate:**       **Fall Semester**                       **Spring Semester**

**I. Agency and BSW Field Instructor (to be completed by BSW 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 BSW student interns:

II. **BSW Student (to be completed by BSW 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 BSW Student and BSW Field Instructor)**

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

- b. Practice Behavior Field Learning Activities (use attached Form)

*Practice behaviors are those activities in which the BSW 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 BSW Field Coordinator immediately if the Agency is unable to provide one or more Learning Activities for the required practice behaviors.*

d. Performance Measurements of Practice Behaviors (use attached Form)

*Performance measures indicate the ways in which the BSW Student's performance will be evaluated in relation to the achievement of objectives. They may include direct BSW Field Instructor observations, staff feedback, supervisory conferences, recording (written, audio or video), presentations, client responses, assignments, etc. Please consult with the BSW Field Coordinator or BSW Faculty Field Liaison for ideas on how to meet the specific competency.*

IV. Personnel Details (**to be completed jointly by BSW Student and BSW 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.)



## BSW Learning Contract and Evaluation

BSW Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Learning contracts are developed jointly by the BSW student and BSW 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 practice behaviors. The third column details how the BSW 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 BSW student and BSW Field Instructor must sign the initial approval page prior to submitting.

**At the conclusion of the semester**, the BSW Field Instructor will assess the student's level of performance for each *practice behavior indicator* in the last column. The BSW 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:

- 0 – Not Applicable** (Please place N/A when there has not been adequate opportunity to complete the task or objective)
- 1 = Grade of “F” – Unsatisfactory** (*did not meet expectations*, or no evidence of practice behavior)
- 2 = Grade of “D” – Marginal Performance** (*minimal effort &/or performance; or evidence the practice behavior is just beginning to emerge*)
- 3 = Grade of “C” – Emergent Performance** (does not meet minimum expected level of performance for a BSW student but evidence of the practice behavior is beginning to emerge)
- 4 = Grade of “B” – Above Average Performance** (*efforts consistently went above expectations in demonstrating the practice behavior; this is the minimal expected level of performance for all BSW students*)
- 5 = Grade of “A” – Outstanding Performance** (*consistently exceeded expectations through exceptional performance in demonstrating practice behavior*)

Program Goals	BSW Practice Behaviors	Field Learning Activities/Practice Tasks	Method of Evaluation How practice behavior will be measured by BSW Field Instructor	Semester Evaluation Section- Practice Behavior Indicators' Outcomes (How well were tasks performed?)
<b>(1.) Ethical and Professional Behavior</b>	1. The BSW Student will demonstrate ethical and professional behavior			1a. ____ The BSW 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 BSW Student accurately uses reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
				1c. ____ The BSW Student attends to professional demeanor in behavior, appearance, and in oral, written, and electronic communication.
				1d. ____ The BSW Student demonstrates the ability to use technology ethically and appropriately to facilitate practice outcomes.
				1e. ____ The BSW Student uses supervision and consultation to guide professional judgment and behavior
<b>(2.) DIVERSITY AND DIFFERENCE IN PRACTICE</b>	2. The BSW Student will engage diversity and difference in practice			2a. ____ The BSW Student demonstrates the ability to effectively apply and communicate an understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.
				2b. ____ The BSW 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 BSW Student effectively apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Program Goals	BSW Practice Behaviors	Field Learning Activities/Practice Tasks	Method of Evaluation How practice behavior will be measured by BSW Field Instructor	Semester Evaluation Section- Practice Behavior Indicators' Outcomes (How well were tasks performed?)
<b>(3.) HUMAN RIGHTS AND SOCIAL, ECONOMIC, AND ENVIRONMENTAL JUSTICE</b>	3. The BSW Student will advance human rights and social and economic justice.			3a. ____ The BSW Student effectively applies an understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.
				3b. ____ The BSW Student engages in practice that advances social, economic, and environmental justice.
<b>(4.) PRACTICE-INFORMED RESEARCH AND RESEARCH-INFORMED PRACTICE</b>	4. The BSW Student will engage in research-informed practice and practice-informed research.			4a. ____ The BSW Student uses practice experience and theory to inform scientific inquiry and research.
				4b. ____ The BSW Student applies critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.
				4c. ____ The BSW Student translates research evidence to inform and improve practice, policy, and service delivery.
<b>(5.) POLICY PRACTICE</b>	5. The BSW Student will engage in effective policy practice to advance social and economic well-being and to deliver effective social work.			5a. ____ The BSW Student identifies social policy at the local, state, and federal levels that impact wellbeing, service delivery, and access to social services.
				5b. ____ The BSW Student assesses how social welfare and economic policies impact the delivery of, and access to, social services.
				5c. ____ The BSW Student applies critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Program Goals	BSW Practice Behaviors	Field Learning Activities/Practice Tasks	Method of Evaluation How practice behaviors will be measured by BSW Field Instructor	Semester Evaluation Section- Practice Behavior Indicators' Outcomes (How well were tasks performed?)
<b>(6.) ENGAGEMENT WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES</b>	6. The BSW Student will effectively engage with diverse individuals, families, groups, organizations, and communities.			6a. ____ The BSW 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 BSW Student uses empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.
<b>(7.) ASSESSMENT WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES</b>	7. The BSW Student will effectively assess diverse individuals, families, groups, organizations, and communities with regard to social work practice.			7a. ____ The BSW Student to collect and organizes data, and applies critical thinking to interpret information from clients and constituencies.
				7b. ____ The BSW 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 BSW 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 BSW Student selects appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

Program Goals	BSW Practice Behaviors	Field Learning Activities/Practice Tasks	Method of Evaluation How practice behaviors will be measured by BSW Field Instructor	Semester Evaluation Section- Practice Behavior Indicators' Outcomes (How well were tasks performed?)
<b>(8.) INTERVENTION WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES</b>	8. The BSW Student will effectively intervene with individuals, families, groups, organizations, and communities			8a. ____ The BSW Student critically selects and implements interventions to achieve practice goals and enhance capacities of clients and constituencies.
				8b. ____ The BSW 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 BSW Student utilizes inter-professional collaboration, as appropriate, to achieve beneficial practice outcomes.
				8d. ____ The BSW Student to negotiates, mediates, and advocates with, and on behalf of, diverse clients and constituencies.
				8e. ____ The BSW Student facilitates effective transitions and endings that advance mutually agreed-on goals.
<b>(9.) EVALUATION OF PRACTICE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS AND COMMUNITIES</b>	9. The BSW Student will evaluate social work processes and outcomes with individuals, families, groups, organizations, and communities.			9a. ____ The BSW Student selects and uses appropriate methods for evaluation of outcomes.
				9b. ____ The BSW 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 BSW Student critically analyzes, monitors, and evaluates interventions and program processes and outcomes.
				9d. ____ The BSW Student applies evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.





***BSW Initial Learning Contract Approval***

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

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BSW Field Student Signature

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Date

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BSW Field Instructor Signature

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Date

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BSW Task Supervisor [If applicable]

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Date

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BSW Field Coordinator

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Date

## 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.

RECOMMENDED GRADE FOR OVERALL PERFORMANCE: \_\_\_\_\_ (A, B, C, D, F)

\_\_\_\_\_  
*Name of Field Instructor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of Field Instructor*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of Student*

\_\_\_\_\_  
*Signature of Task Supervisor (If applicable) Date*

\_\_\_\_\_  
*PRINT NAME OF TASK SUPERVISOR*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*PRINT STUDENT'S NAME*

\_\_\_\_\_  
*Date*

# 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.

RECOMMENDED GRADE FOR OVERALL PERFORMANCE: \_\_\_\_\_ (A, B, C, D, F)

\_\_\_\_\_  
*Name of Field Instructor*                      *Date*

\_\_\_\_\_  
*Printed Name of Field Instructor*

\_\_\_\_\_  
*Signature of Student*                      *Date*

\_\_\_\_\_  
*Printed Name of Student*

\_\_\_\_\_  
*Signature of Task Supervisor (If applicable) Date*

\_\_\_\_\_  
*PRINT NAME OF TASK SUPERVISOR*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*PRINT STUDENT'S NAME*

\_\_\_\_\_  
*Date*