

Advanced Direct Practice Student Field Learning Contract

The purpose of this contract, which should be done collaboratively between the student and the Field Instructor, is to establish a plan for the student's learning for the academic year. In order to prepare the contract and to understand the goals of the program and the tasks that should be assigned, read the MSW Field Manual. **Do not use the sample exactly as is – it must be adapted to reflect each student's special circumstances. This document, along with the cover sheets, must be completed in its entirety, and signed by both student and Field Instructor.**

Please return this form and Learning Contract to Rutgers School of Social Work, Field Education Office, at the appropriate regional field office address.

536 George St. New Brunswick, NJ 08901	360 Martin Luther King Blvd. Newark, NJ 07102	327 Cooper St. Camden, NJ 08102
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Fall Learning Contract - Due Date: October 6, 2008

Student name _____

Student home telephone _____ Student field telephone _____

Student e-mail address _____

Field agency name _____

Field site mailing address _____

Field site address, if different from mailing address

Field Instructor name _____

Field Instructor telephone _____ e-mail address _____

Field Consultant name _____

Circle your cluster: Children and Families Health, Mental Health, and Aging

If you will receive a stipend, list the amount per semester _____

Are you also employed at your field site? _____yes _____no

Specify class and field schedule for this term.

First day of field:

Anticipated date of the last day of field for this term:

Day and time that Field Instructor and student will meet each week:

Record your class and field schedule here:

The learning contract reflects not only Advanced Direct Practice but also the student's chosen substantive area or cluster: *Children and Families*; or *Health, Mental Health, and Aging*. Field Instructor responsibilities are ongoing and include: reviewing copies of relevant course syllabi from the student in order to become familiar with curriculum; providing relevant agency reading materials; and providing weekly uninterrupted supervision (review and discuss recordings and journals submitted by student). Goals common to all assignments are that students shall: take responsibility for own learning and for professional development, adhere to client confidentiality, respect clients and client systems, be aware of personal biases and limitations, be open to constructive criticism, strive to connect theory to practice, strive for professional self-awareness and development of a professional self, and attend to time management (including organization and prioritization of workload).

All activities of student and Field Instructor shall comply with the NASW Code of Ethics and with the Social Work Licensing laws that apply.

Hours required: Advanced Direct Practice Students are expected to complete 22.5 hours per week for 15 weeks during each of the fall and spring semesters, 337.5 hours each semester for a total of 675.

Field Instructor Signature

Student Signature

Sample Field Learning Contract - Advanced Direct Practice

<i>Assignment</i>	<i>Task and Skill</i>	<i>Product/Due Date</i>
<p>I. Social work w/agency & community,</p> <p>A. Orientation to agency; develop an understanding of the functions, policies, and organizational structure of the agency</p> <ol style="list-style-type: none"> 1) Attend agency orientation sessions 2) Review organizational chart, policy and procedures manual, current goal and mission statements 3) Interview at least 4 staff to determine roles <p>B. Orientation to community; develop an understanding of the existing social problems in area served; develop knowledge of population served</p> <ol style="list-style-type: none"> 1. Visit at least three social service agencies in your community and keep a record of their services, eligibility requirements, service area 2. Make a walking tour of your agency's neighborhood, noting the economic conditions, ethnic composition, etc. 	<p>Engagement Assessment Analysis Outreach</p>	<p>Process recordings journal/October, then ongoing</p>
<p>II. Social work w/ individuals</p> <p>A. Assessment and diagnosis</p> <ol style="list-style-type: none"> 1. Study assessment format and documents 2. Conduct at least four assessments 3. Formulate a diagnosis according to a taxonomy (e.g., DSM-IV-TR) 	<p>Engagement Assessment Diagnosis</p>	<p>Process recordings, diagnostic summaries/begin October, then ongoing</p>
<p>III. Social work w/ individuals</p> <p>A. Individual counseling</p> <ol style="list-style-type: none"> 1. Engage at least 4 clients 2. Identify goals 	<p>Engagement Assessment Contracting Intervention</p>	<p>Process recordings begin November, then ongoing</p>

<i>Assignment</i>	<i>Task and Skill</i>	<i>Product/Due Date</i>
3. Develop contract 4. Develop intervention plan 5. Provide counseling for at least four clients 6. Evaluate 7. Terminate 8. Follow up	Counseling Evaluation Termination	
IV. Social work w/ groups A. Group facilitation 1. Observe existing group 2. Prepare to form a new group 3. Develop a group contract 4. Conduct group counseling for at least six sessions 5. Evaluate 6. Terminate	Engagement Assessment Contracting Planning Intervention Evaluation Termination	Process recordings/begin January, then ongoing
V. Social work w/ families A. Family counseling 1. Engage with family 2. Identify goals 3. Develop contract 4. Develop intervention plan 5. Provide counseling for at least two families 6. Evaluate 7. Terminate 8. Follow up	Engagement Assessment Contracting Intervention Counseling Evaluation Termination	Process recordings/begin November, then ongoing
VI. Social work consultation/supervision A. Supervise an agency volunteer 1. Engage with volunteer 2. Provide supervision and training	Engagement Planning Contracting Consultation	Journal/March

<i>Assignment</i>	<i>Task and Skill</i>	<i>Product/Due Date</i>
3. Evaluate 4. Terminate	Evaluation Termination	
VII. Professional self A. Manage use of time appropriately B. Develop professional demeanor and manner	Planning Coordinating Analysis	Log, journal/ongoing

SAMPLE