

Foundation Practicum 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 face sheet and the Learning Contract to the appropriate regional field office.

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 _____

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:

This learning contract includes opportunities for problem solving with micro (beginning skills of engagement, assessment, contracting, intervention, evaluation, and termination) and macro systems (beginning exposure to planning, coordinating, staffing, controlling, directing, representing, and negotiating) and functioning as a change agent. Included are all system levels (social work with individuals, families, groups, organizations, and communities), and weekly review of student documentation (journals, agency records, process recordings).

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: Generalist students are expected to complete 15 hours per week for 15 weeks for a total of 225 hours during the Fall Semester (this includes 15 hours of field credit given for completion of mandatory Field Preparation Workshops in September) and 15 hours per week for 15 weeks during the Spring Semester, 225 hours. The total number of hours for both semesters is 450.

Field Instructor Signature

Student Signature