

Advanced Nonprofit and Public Management 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.

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| 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 Nonprofit and Public Management 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 Nonprofit & Public Management 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 - Nonprofit and Public Management

| <i>Assignment</i> | <i>Task/Skills</i> | <i>Product/Due Date</i> |
|--|--|---|
| <p>I. Orientation</p> <p>A. Develop an understanding of the functions, policies, and organizational structure of the Division, with particular attention to the Office of Program Development</p> <ol style="list-style-type: none"> 1. Attend agency orientation sessions 2. Review organizational structure chart, job descriptions, policy and procedure manuals. State rules and regulations and current goal statements (See Netting, et al., pages 192-197) 3. Interview staff to determine operational roles and policies | <p>Planning Organizational Management Human Resources Research/analysis Evaluation</p> | <p>Description of goals, policies, and activities/March 12</p> |
| <p>II. Task force on elderly mental health needs</p> <p>A. Attend at least three task force meetings and take minutes</p> <p>B. Analyze results of survey of community services to the elderly</p> <ol style="list-style-type: none"> 1. Tabulate data 2. Seek participation from non-respondents 3. Compare service pattern with elderly population in the counties 4. Determine most commonly identified training interests | <p>Planning Community work Research/analysis Evaluation</p> | <p>Minutes/ongoing Report of survey results due February 27</p> |
| <p>III. Community service sub-committee of task force</p> <p>A. Develop agenda, recruit members</p> <ol style="list-style-type: none"> 1. Interview staff from the Division and the Dept. of Human Service with awareness of elderly needs and services <p>B. Develop recommendations for improving services</p> <ol style="list-style-type: none"> 1. Organize meetings, attend, and take minutes 2. Investigate identified problem areas 3. Develop subcommittee report/recommendations 4. Report on subcommittee to task force | <p>Planning Community Work Human Resources Fiscal Communication</p> | <p>List of members and their relevant knowledge due March 2</p> <p>Minutes ongoing Major report due May 4 Ongoing reports</p> |

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| <i>Assignment</i> | <i>Task/Skills</i> | <i>Product/Due Date</i> |
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| IV. Nursing home staff training A. Orientation 1. Understand the functions, policies, and structure of the Office of Training and Staff Development 2. Be familiar with the programs for nursing home admissions of State Hospital patients 3. Become more familiar with the nursing home system in New Jersey, i.e., regulations, ownership, etc. B. Assist in development of training plan 1. Identify people with desired expertise 2. Assist in recruiting trainers C. Develop training module on managing behavior problems 1. Literature search 2. Consult with staff about methods of presentation 3. Visit nursing homes involved in transfer D. Develop evaluation instrument for training 1. Consult with staff about guidelines, policies 2. Determine goals of training 3. Determine desired outcome | Planning Organizational Management Human Resource Fiscal Leadership Community work Communications/Marketing Marketing Research Evaluation Analysis | Description of nursing home training project/March 1 Description of training plan due March 26 Training Module due February 12 Evaluation instrument due April 20 |
| V. Professional self A. Manage use of time appropriately B. Develop professional demeanor and manner | Leadership Human Resources Analysis/Evaluation | Log, journal/ongoing |