



Field Learning Contract

This contract should be filled out by the agency supervisor and discussed with the student then signed by all involved before the student begins at the agency. Students are later evaluated based on the learning contract in the form. The St. Augustine College BSW program is a general practice social work program rather than a clinical, or policy, training program. The general practice learning objectives must all be met during the supervision and/or agency experience although **the way they are met can vary greatly with the mission and services of the agency.** Students are expected to be able to discuss with the supervisor all perspectives that form the basis for the social work curriculum and so learning opportunities should include micro, mezzo, and macro level perspectives even if the primary activity of the student is work where the focus is only one level such as micro level activity.

St. Augustine College Field Learning Contract

Department of Social Work

1345 W. Argyle St., Chicago, IL, 60640-3593



Student Name: _____ **ID #:** _____
 Address: _____
 Email: _____ Phone: _____

Institutional Contact Information:

Agency Name: _____
 Address : _____
 Site/address of field placement office if different from agency mailing address: _____
 Phone: _____ Fax: _____

St. Augustine College, Department of Social Work, Field Director:
 Rebeca E. Davila, A.M., L.Ac. rdavila@staugustine.edu
 1345 W. Argyle Street, Chicago IL, 60640
 Phone: 773-878-3265 fax: 773-878-0937

Field Instructor Data

(A copy of each supervisor's diploma or current license must be on file at the school)

Primary Social Work Field Instructor: _____
 Credentials: _____ Email _____
 Job Title: _____ Phone: _____

Requirement: The field instructor listed above is regarded as the legal supervisor and **MUST** have an actual social work degree (BSW or MSW) and field experience in order to serve as the primary field instructor for students. Please confirm this by answering the following questions:

- | | | |
|-----|----|---|
| Yes | No | The field instructor has an MSW from an accredited social work program <u>and</u> 1-3 yrs experience after the degree. |
| Yes | No | The field instructor has experience supervising students. |
| Yes | No | The field instructor has a BSW from an accredited social work program <u>and</u> 3 years post degree experience. |
| Yes | No | The primary supervisor is available for daily consultation when the student is at the agency? (A proctor will be needed if "no" see below). |

How often will the above supervisor meet on a regular and consistent schedule with the student?
 _____ (hours) per _____ (week or month) (2 hours/month are required)

Proctoring plan option: (Optional for agencies where the Primary SWK Field Instructor, (above), has limited weekly time but can meet **every other week** (minimally) for a planned hour of regular supervision with student interns.)

- Y or N Is there an employee who the agency would like to use as a daily task supervisor or “proctor” for the student and who have a BA, BS, or Masters degree in a related field and 3 years of post degree experience?
- Y or N If yes, the proctor will be available on a daily basis, when the student is there, for guidance as needed.

If using the proctor plan, please give the name of the person you would like to use as a proctor.

Proctor Name: _____
Credentials: _____ Email: _____
Job Title: _____ Phone: _____

- How often will the above proctor meet on a regular and consistent schedule with the student?
 - a. _____per (**week** or **month**) [*circle the appropriate schedule*]

Please Note: Agencies who are unable to provide one hour per week minimum of supervision by a professionally trained social worker are reviewed on a case by case basis. There must be evidence that they can commit sufficient social work supervision time to assign learning tasks to students and to assist students in integrating theory, ethics, and practice. They are also expected to assist in the evaluation process.

Transportation:

St. Augustine College does not allow students to transport clients during their internship.

Does the agency require the student to have a car? ___yes ___no

Background Checks:

Does the agency require the student to undergo a criminal background check? ___yes ___no

- Explain (What background would disqualify the student from an internship at the agency?) _____
- What will the student be required to do to obtain the background check?:

Required training:

Does the agency require any specific training prior to the student's work at the agency? ___yes ___no

- If yes, please explain:

- Who pays for this training? _____ If student, cost: _____
- When is it next offered? _____
- Does you (student) agree to get this training prior to placement? ___yes ___no (initial) ___
- Will this training count as part of the students required 420 hours of field experience? ___yes ___no

Liability Insurance Statement:

The college provides limited liability insurance for students in field instruction.

Marsh Affinity Group Svcs.
1440 Renaissance Drive
Park Ridge, IL 60068
1-800-503-9230
Student Malpractice AHC-2,000,000/incident

- Does the agency's liability insurance cover supervisors, clients, and students in case of malpractice?
___yes ___no
- Explain if no: _____

Field Placement Schedule

- The student’s field placement will be (mark one):
 ___ A block placement (30-40 hrs a week for approximately 10 weeks in Summer or 16 weeks in Spring)
 ___ A two semester placement (15-20 hrs a week for 16 weeks Fall ,Spring, or 10 weeks in Summer)

Start Date: _____

Finish Dates: Student’s should be able to finish the required hours by the end of the semester in which they are working. Going beyond this date may affect financial aid.

→ The student is expected to finish the **first 210 hours** on _____

→ The student is expected to finish the **second 210 hours** on _____

Student’s weekly schedule is expected to be as follows (do not count meal break):

Mon <i>Specify work hours</i>	Tues <i>Specify work hours</i>	Wed <i>Specify work hours</i>	Thurs <i>Specify work hours</i>	Fri <i>Specify work hours</i>	Sat <i>Specify work hours</i>	Sun <i>Specify work hours</i>	
							Total # of Hours:
# of hrs- w/o breaks:	# of hrs -w/o breaks:	# of hrs-w/o breaks:	# of hrs-w/o breaks:	# of hrs -w/o breaks:	# of hrs -w/o breaks:	# of hrs w/o breaks:	

Agency holidays which the student will have off during the practicum are:

Important to note:

- Absences must be authorized by the agency social work/ primary field instructor and proctor (if applicable) and patterns of absence are monitored by supervisors and reported to the school if problematic. Major vacations should not be planned during the practicum except in very unusual circumstances. Vacations and/or changes in the schedule must be agreed on by the field instructor(s) and the student and also presented in writing to the field director at the school for approval.
- Students who fail to notify their field instructor of changes in their schedule risk being dropped from field instruction. Failure to appear for contracted times may be cause for failing the field instruction course.

Description of Placement

(To be completed by Field Instructor)

Please describe this placement in terms of the areas that are expected to be the student’s primary focus while assigned to the agency.

Populations served:

- Children Women
- Adolescence Men
- Adults
- Older Adults

The majority of the student’s time will be used for:

- Individual work Family work
- Group work Research
- Community work Policy

Diverse Racial/Ethnic Populations
 Language other than English required?
(specify) _____

Areas of practicum emphasis (check all that apply):

- Abuse and Neglect
- Adoption
- Community Development
- Court social services
- Domestic Violence
- Early childhood intervention
- Foster Care
- Family support
- Homelessness/ Housing
- Immigration Support
- Juvenile Justice
- Management and Administration
- Medical Social Work follow up & outreach
- Mental Health Support
- Outreach
- Poverty
- Prevention
- Program Development / Planning
- School/after school/education
- Substance Abuse Support/Education
- Other _____

Student Professional Obligations

This contract establishes the learning requirements for the Bachelors in Social Work Degree under the supervision of the social work field instructor/supervisor approved by St. Augustine College through practice in the agency named above.

As an applicant for social work field work under supervision, I agree to the academic contract below and on the pages that follow. I agree:

1. To adhere to the Code of Ethics of the National Association of Social Workers.
2. To prepare by reading the field practicum course objectives, preparing specific learning objectives, and negotiating with the social work field instructor and Agency daily proctors (if applicable) to accomplish the objectives within the first three weeks of placement.
3. To be involved in professional social work development through regular self-assessment of my academic and personal aptitude--knowledge, skills and values--for a career in social work.
4. To engage in professional social work development through regular field instructor supervision and assessment of my academic and personal aptitude and performance.
5. To follow the Agencies' and SAC policies, procedures, programs, and operating standards.
6. To regularly attend and actively participate in the Field Seminar Course which supplements the field supervision in the second half of the practicum.
7. To act professionally and ethically to maintain confidentiality and to give priority to rights and needs of clients over my own.
8. To read the student Field Manual and complete all documentation required by the agency and St. Augustine College (time sheets, evaluations, etc.)

_____ **Student Signature** *(also sign at end of the document)*

Student Learning Objectives

Student’s Goals (to be developed by the student)

What are 3 learning goals that the student has identified for this practicum?

A. _____

B. _____

C. _____

The St. Augustine College Social Work Department Practicum objectives are listed below with specific guiding points to help supervisors complete the learning contract in consultation with the student.

Supervisors- Using your knowledge of social work and the agency practice experiences that the student can engage in please fill out an individualized plan for each student to meet each practicum objective below. Primary supervisors are expected to help students link theory and practice in each area. This learning plan then becomes the basis for each student’s practice activity and evaluation. Describe the specific job duties, assignments for supervision sessions, and caseload requirements.

Remember that students are expected to spend 40% -50% of their time in direct contact with the population they are assigned to work with. The remaining percent should be in documentation, supervision, and other areas related to the objectives below. Supervisors are encouraged to require research assignments, observation of quality assurance activities, presentations, or community visits to meet objectives that are not fulfilled by direct work with the population served.

Practicum Objectives (Supervisors should prepare students for all 10 objectives)

1. *Students identify as a professional social worker and conduct oneself accordingly.*

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Utilize effective supervision to improve professional and personal growth
- Demonstrate the effective use of consultation and supervision to guide ethical decision making in one’s own practice
- Work satisfactorily within the structure of the agency
- Exhibit professional social work practice habits
- Understand the agency’s relationship to their community delivery system
- See necessary organizational change within the agency
- Incorporate the planned change model to specific agency tasks
- Communicates and Empathizes effectively with clients
- Communicates effectively with colleagues and supervisors

2. *Students apply social work ethical principles to guide professional practice.*

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Shows knowledge of social work principles, values, and ethics to guide behavior
- Demonstrates the effective use and integration of social work values and ethics to guide behavior
- Understands how personal principles, values, and ethics influence policy
- Analyze one's own practice in relation to social work standards

3. *Students apply critical thinking to inform and communicate professional judgments.*

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Demonstrate an understanding of planned change process
- Apply critical thinking skills within the context of practice
- Apply planned change process skills within the context of practice
- Capable of developing strategies for assessing personal and professional growth
- Develop goals and objectives for assessing personal and professional growth
- Evaluate the process and effectiveness of one's own practice

4. *Students engage diversity and difference in practice.*

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Demonstrate knowledge and respect of differences in relation to age, class, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation in social work generalist practice
- Accept human difference in social work generalist practice
- Practice without discrimination in relation to diversity in social work generalist practice
- Develop a positive worker/client relationship with diverse populations

5. *Students advance human rights and social and economic justice.*

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Demonstrate understanding of significant social issues
- Understand the structural factors that create adversity for specific groups in society
- Advocate for the needs concerns of diverse populations
- Advocate on behalf of clients who have been oppressed and discriminated against
- Show an understanding of the consequences of oppression and discrimination on attainment of social justice

6. *Students engage in research-informed practice and practice- informed research.*

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Develop research for evaluating social work generalist practice
- Critically analyze empirically based research findings and apply them to generalist social work practice
- Utilize program evaluation techniques to assess program effectiveness

7. *Students apply knowledge of human behavior and the social environment.*

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Understand social work theories and their application to professional social work practice (Bio-Psycho-Social, Cultural and Spiritual development)
- Critique and apply social work theory to guide the process of assessment, intervention, and evaluation

8. *Students engage in policy practice to advance social and economic well-being and to deliver effective social work services.*

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Recognize the impact of social policy on agencies, workers and populations at risk
- Understand the ways policy impacts social work generalist practice
- Develop and implement effective advocacy strategies and tactics in social work generalist practice

9. *Students respond to contexts that shape practice.*

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Demonstrate understanding of how context (environmental, political, technological, etc.) continuously evolves and influences practice.
- Understand how practice can change based on societal trends to provide relevant & quality services

10. Students engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities

In the space below, discuss what activities will be used to demonstrate, monitor & evaluate the following:

- Show foundation knowledge of social work practice with individuals
- Exhibit practice skills enabling student to enhance her/his well-being from a strengths based perspective
- Apply entry level social work practice with an ecological systems perspective
- Understand the socialization process as it is reflected in the dynamics of individual and group behavior
- Demonstrate knowledge of group processes, structure, dynamics in generalist group practice
- Demonstrate the ability to effectively facilitate groups
- Understand the stages of group development as they apply to group process
- Apply the generalist practice model to culture and behavior of organizations
- Demonstrate the understanding of client advocacy knowledge and skills at the macro level
- Identify the dynamics of change within organizational structures and communities

Please read and sign below:

I have understood the requirements for the practicum as outlined above and agree to work actively to complete this part of the BSW social work training program at St. Augustine College.

I also authorize the field director to discuss my progress in the School of Social Work with social work faculty at St. Augustine College, including my field instructors for Social Work.

I further understand that if I am admitted to a Field Work Placement and my professional development is unsatisfactory by Social Work faculty and/or myself, either party has the right and the responsibility to request a reassessment of my suitability for entry into the profession of Social Work.

This agreement may be modified at any time by request and mutual consent of the parties. The agreement may be terminated at any time by the agency, the school, or the student.

Primary Field Instructor (MSW or BSW):

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Proctor / Task supervisor (if applicable):

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Student:

Signature: _____ Date: _____

Printed Name: _____

Field Director:

Signature: _____ Date: _____

Rebeca E. Davila, A.M., L.Ac.

St. Augustine College Dept. of Social Work

Please Note: The field director's signature is mandatory before placement can officially begin

Release of Confidential Information

I, _____ (student name) (ID _____), agree to authorize the BSW field director, and BSW program chair to exchange information with the field agency supervisor, pertaining to any circumstances than challenge my ability to complete the field contract for SWK 450 and SWK 460 such as concerns about: (Injury or emergency, impaired functioning due to medical or physical conditions or stressors, unusual or inappropriate behavior during the field placement or at SAC, ethical concerns, legal difficulties such as incarceration or arrest, information needed to evaluate or to secure an evaluation of behavior, other areas of concern to the supervisor or school professionals.)

I give my permission for an exchange of the above confidential information between persons in Sections 1 and 2 below:

Section 1: St. Augustine College BSW Program Faculty below:

Marcia Pantell, LCSW, PhD
Chair of Social Work and Addictions
Counseling Department
St. Augustine College
1345 W. Argyle St.
Chicago, Il. 60640
773-878-3978

Rebeca Davila, A.M., L.Ac.
Field Director
Department of Social Work and Addiction Counseling
St. Augustine College
1345 W. Argyle St.
Chicago, Il. 60640
773-878-3265

Signature _____
Date: _____

Signature _____
Date: _____

AND...

Section 2: Agency Field Instructor

Field Supervisor Name (print): _____ Credentials: _____

Position (print): _____

Agency/Hospital name: _____

Address: _____

City _____ State _____ Postal zip code: _____

Phone Number: _____ Fax # _____

Signature: _____ Date: _____

Purpose of released information:

For the college and field agency to ensure safety for the student, clients served, the agency, and the college; and to plan for the student's completion of the field placement.

Consequence for student not signing this form: NONE. This will help us to resolve problems that can occur unexpectedly during the field placement more efficiently so that interruptions of placement are prevented, or at least minimized.

This release of confidential information expires when the field placement is completed.

Signature of Student: _____

Printed Name: _____ Date: _____