



MSW Policy, Administration and Community (PAC)
(2nd-Year MSW Field Placement)
Field Education Contract

Please Type or Print:

STUDENT'S NAME: _____

STUDENT'S CONTACT INFORMATION: _____

AGENCY NAME: _____

AGENCY ADDRESS & TELEPHONE: _____

FIELD INSTRUCTOR: _____

FIELD LIAISON: _____

SEMESTER(S): _____

Instructions

1. The format included on the following pages is designed to aid the PAC student, field instructor and faculty liaison in planning the PAC field experience.
2. The field education contract provides an overview of activities for the year, and should be completed no later than six (6) weeks after the first day of field education.
3. Students are required to complete 480 hours of field education.
4. In allocating hours for learning activities, include a weekly hour for supervision.
5. All projects with which the student will be involved should be identified by a brief title and full description on the project worksheet.
6. In addition to the listing of projects on the Project Matrix, students should prepare a detailed project worksheet for each project. Sufficient copies of the page 5 should be made to cover all projects.
7. A complete set of project worksheets (one for each project) should be prepared by the student after consulting with the field instructor, in preparation for the first liaison visit.
8. A signed copy of the field education contract will be kept on file by the faculty liaison and is used as a basis for evaluation of performance.
9. Students should be prepared to share written work with the field instructor each week during the supervisory conference, and with the faculty liaison at the evaluation conferences held at the end of the Fall and Spring semesters and Summer Block sessions.
10. Signature indicates that student, field instructor, and faculty liaison agree to the plan presented in this field education project.
11. Students will select 3-5 of their projects to demonstrate their mastery of PAC content in their portfolio.

Student's Signature: _____ **Date:** _____

Field Instructor's Signature: _____ **Date:** _____

Faculty Liaison's Signature: _____ **Date:** _____



Field Instructor/Field Student Supervision Agreement

Student Name	
Field Instructor	
Task Instructor	
Field Agency	
Dates of Field Instruction	<input type="checkbox"/> Academic Yr: August Yr_____ through May Yr_____ or <input type="checkbox"/> Summer Block Yr_____ or <input type="checkbox"/> Other:
Supervision Time <i>(ASU SSW Policy requires one hour of supervision per Week.)</i>	Supervision will occur as follows: Day of week:
Agreement on holidays, winter break, and spring break.	What is the agreement for coverage during school breaks?
Conflict Resolution Procedure	Please refer to the ASU Social Work Field Education Policy SWK 715.
Supervision Formats to be used. Check all that apply. <i>Point and click with electronic cursor.</i>	
<input type="checkbox"/>	One on One supervision
<input type="checkbox"/>	Group supervision
<input type="checkbox"/>	Co-facilitation with task instructors
<input type="checkbox"/>	E-mail communication
<input type="checkbox"/>	Telephone communication
<input type="checkbox"/>	Audio/Video/Process recording
<input type="checkbox"/>	Online (SKYPE, etc.)



**MSW POLICY, ADMINISTRATION AND COMMUNITY (PAC)
FIELD EDUCATION CONTRACT**

For your information, the expectations for each content area are spelled out below. All PAC students should have either full participation or exposure in content areas 685.1 through 623.2. In addition, students must cover at least three of the nine additional content areas under Administration (content areas 681.1 through 681.3), Community (content areas 682.1 through 682.3), or Policy Practice (content areas 623.1 through 623.3). These can be grouped within one of the three areas or spread out across them. As feasible, students are encouraged to develop projects in other areas to apply PAC classroom knowledge in the field.

- CONTENT AREA 685.1 Problem Identification, Problem Analysis and Needs Assessment:** Student will demonstrate understanding of how placement setting determines and analyzes client needs and community problems. Students will demonstrate ability to critique community participation in all phases of the planning process. [EPAS 2.1.3; 2.1.4; 2.1.6; 2.1.7; 2.1.8; 2.1.10(b)]
- CONTENT AREA 685.2 Goals and Objectives:** Student will demonstrate ability to define and apply a planning system using purpose, goals, objectives, and action steps with objectives written in observable, measurable terms. [EPAS 2.1.2; 2.1.3; 2.1.6]
- CONTENT AREA 685.3 Program Design and Implementation:** Student will demonstrate ability to identify and define input, throughput, output and outcome elements of a program. [EPAS 2.1.5; 2.1.9; 2.1.10(c); 2.1.10(d)]
- CONTENT AREA 685.4 Budgeting:** Student will demonstrate ability to take basic data and create a functional or program budget. [EPAS 2.1.6; 2.1.9]
- CONTENT AREA 623.1 Program Evaluation:** Student will demonstrate ability to design an evaluation system which includes measurement of client process/output/outcome and assessment of client satisfaction within a framework which explicitly values community participation. [EPAS 2.1.3; 2.1.6; 2.1.10(d)]
- CONTENT AREA 623.2 Information Systems:** Student will demonstrate ability to create output documents which are useful in decision making, input documents which are efficient and considered useful by those who complete them, and the ability to depict a data collection system in flow-chart form. [EPAS 2.1.3; 2.1.6]
- CONTENT AREA 681.1 The Organization as a System:** Student will demonstrate ability to identify the significant components of the field agency system including mission statement, organizational structure, job design, motivation and reward system and communication and control systems. Student will demonstrate ability to identify inconsistencies within the agency system of policies, procedures, and administrative style. [EPAS 2.1.6; 2.1.9]

- CONTENT AREA 681.2 Personnel Policies and Procedures:** Student will demonstrate ability to describe field agency's policies and procedures for recruitment, section hiring, AA/EEO, performance planning and evaluation, staff development and training and termination. [EPAS 2.1.1; 2.1.6]
- CONTENT AREA 681.3 Management Skills:** Student will demonstrate ability to coordinate efforts involving diverse or competing interests through bargaining and negotiation skills. Student will staff at least one committee. Student will identify own and field instructor's leadership styles. [EPAS 2.1.1; 2.1.8; 2.19]
- CONTENT AREA 682.1 Staff Task Oriented Groups:** Student will demonstrate knowledge and skills in staffing effective and efficient task oriented work groups including groups reflecting diverse people and perspectives. [EPAS 2.1.10(a)]
- CONTENT AREA 682.2 Community Participation:** Student will demonstrate knowledge and skills in involving a broad spectrum of community members in human service planning, community development and social change. Special attention will be given to encouraging and facilitating the participation of persons and interests that historically have been under-represented in community affairs, including, for example, low income persons, women, minorities, people with disabilities, the elderly, and persons in rural areas and articulate the meaning of social and economic justice. [EPAS 2.1.4; 2.1.5; 2.1.8; 2.1.10(a); 2.1.10(c)]
- CONTENT AREA 682.3 Bargaining, Negotiating and Macro Intervention:** Student will demonstrate knowledge and skills in macro intervention and resolving a conflict or issue in an organization, service system, or community. [EPAS 2.1.9; 2.1.10(a)]
- CONTENT AREA 632.1 Policy Analysis:** Student will demonstrate ability to identify and critically analyze a public policy issue related to increasing social or economic justice for a population served by the agency. [EPAS 2.1.4; 2.1.5; 2.1.8]
- CONTENT AREA 632.2 Social Welfare Policy Research:** Student will demonstrate ability to research one or more state or federal proposals (bills, rules, regulations) related to the issue identified above, or to another concern of the agency, and to identify and work with relevant coalitions or advocacy groups. [EPAS 2.1.8; 2.1.9]
- CONTENT AREA 632.3 Influencing the Policy Process:** Student will demonstrate knowledge and skills in advocating for or against the proposed bill, rule, or regulation. [EPAS 2.1.8; 2.1.9]



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Student: _____

Semester: _____

Project Matrix

Please identify on this page the projects in which you expect to be involved in your field placement. For each project, please indicate in the columns at the right which field expectations will be met in each placement. Please place an “E” for exposure (through observations/reading) or “P” for full participation (where you will have a “hands-on” skill development experience) in each column that is relevant to the project. See instruction sheet for explanation of context areas.

685.1 Identification/Analysis/Needs Assessment	685.2 Goals and Objectives	685.3 Program Design and Implementation	685.4 Budgeting	623.1 Program Evaluation	623.2 Information Systems	681.1 Organization as a System	681.2 Personnel Policies and Procedures	681.3 Management Skills	682.1 Staff Task Orientation Groups	682.2 Community Participation	682.3 Bargaining and Negotiation	632.1 Policy Analysis	632.2 Social Welfare Policy Research	632.3 Influencing the Policy Process
Program Planning					Administration			Community			Policy Practice			

Project Title



Student: _____

Project Worksheet

Project Title: _____

Please complete one worksheet for each project. List and number activities, and indicate starting and completion points.

Brief Project Description:

Expected Product:

Activities	Estimated Hours	Agency Contact Person	Fall Semester				Spring Semester					Summer Sessions		
			Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.

Project status and barriers to completion: (Please complete this section prior to each field liaison visit.)



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Field Instructor/Field Student Supervision Agreement**(To be attached to MSW-PAC Learning Contract)**

Student Name	
Field Instructor	
Other adjunct field instructors	
Field Agency	
Dates of Field Instruction	<input type="checkbox"/> Academic Year August_____ Yr___ through May _____ Yr___ or <input type="checkbox"/> Summer Block yr_____ <input type="checkbox"/> Other
Supervision Time <i>(ASU SSW Policy requires one hour of supervision per Week.)</i>	Supervision will occur as follows: Day of week _____ Time_____
Agreement on holidays, and semester breaks (Fall, Winter & Spring).	What is the agency's expectation for coverage during school breaks?
Conflict resolution procedure.	Please refer to the ASU Social Work Field Education Policy SWK 715.
Supervision Formats to be used. Check all that apply.	
	<input type="checkbox"/> One on One supervision
	<input type="checkbox"/> Group Supervision
	<input type="checkbox"/> Co-facilitation with <i>adjunct</i> field instructors
	<input type="checkbox"/> Process recording
	<input type="checkbox"/> Audio recording
	<input type="checkbox"/> Video recording
	<input type="checkbox"/> Online / e-mail communication
	<input type="checkbox"/> Telephonic

Signed by Field Student: _____ Date: _____

Signed by Field Instructor: _____ Date: _____

Reviewed by ASU SSW Field Liaison: _____ Date: _____

Student Intern's Bill of Rights

- The right to have a field instructor who supervises them consistently at regularly designated times.
- The right to a sufficient number and variety of cases/projects to ensure learning.
- The right to growth-oriented, as well as technical and theoretical, learning that is stable in its expectations.
- The right to clear criteria for performance evaluation.
- The right to a field instructor who is adequately trained and skilled in supervision.

Munson C.E. (1987) Field Instruction in Social Work Education. *Journal of Teaching in Social Work*, 1 (1), 91-109

ASU Field Student Responsibilities

- Student is expected to adhere to the NASW Code of Ethics
- To adhere to the attendance policies as established by the School. (SWK 710-06)
- Regular attendance at required seminars, if applicable (typically BSW Field seminar).
- Regular and prompt attendance at conference with the field instructor.
- Recognition of the need for strict confidentiality in and use of information gained during work in the agency.
- Recording of field practice hours in the agency.

ASU School of Social Work Field Policy SWK 710

ASU Field Instructor Responsibilities

- Field instructor is required to complete the school's field instructor certification training.
- To develop a clear learning contract with the student about performance expectations, the expectations are to be stated in terms of behavioral learning goals, methods of achievement, and standards of measurement.
- To provide instruction on a regular basis and a supervisory conference, ordinarily one hour a week.
- To develop specific practice opportunities that will enable the student to fulfill the expectations of the learning contract.
- To provide feedback to the student, on an ongoing basis, as to their field performance.
- To communicate to the student and to the faculty liaison about any unusual opportunities, conditions, or problems as soon as they are evident.
- To involve the student in the preparation of the student performance evaluations during the semester.

ASU School of Social Work Field Policy SWK 705

ASU Field Liaison Responsibilities

- ❖ Field liaisons are to insure that the students within their assigned agencies are involved in the high quality education that curriculum defines.
- ❖ To assist the field instructor in the development of the field learning contract.
- ❖ To fulfill the school/agency contract by visiting their assigned agencies on a regularly scheduled basis and interpret curriculum and policy implementations for the student and the agency.
- ❖ To fulfill the responsibilities for liaison activities as described in the field manual.
- ❖ To forward to the field office the student learning contract and the plan for implementation within six weeks of the beginning of placement.
- ❖ To insure that the student is informed at mid-semester of their performance according to the contract.

ASU School of Social Work Field Policy SWK 709