Preparation for Practice – Part C: MSW Learning Contract & Student Performance Evaluation
Field Education
Courses are as follows:

MSW Foundation Year
SWG 541/SWG542

MSW Concentration Year
ADP SWG 641/SWG 642
PAC SWG 643/SWG 644

Please Note each level of field instruction has a respective set of field learning contracts and student performance evaluation forms, which are found on the school’s web site and the IPT system. The following learning contract and evaluation templates reflect a generic overview of the MSW Foundation forms. Information about the Concentration Year is found on the school’s web page.
CSWE Educational Core Competencies

ASU Field instruction is based on the following core competencies:

1. Apply social work ethical principles to guide professional practice
2. Identify as a professional social worker and conduct oneself accordingly
3. Engage diversity and difference in practice
4. Apply knowledge of human behavior and the social environment
5. Advance human rights and social and economic justice
6. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.
7. Respond to contexts that shape practice.
8. Engage in policy practice to advance social and economic well-being and deliver effective social work services.
Learning Contract Format

The learning contract is made of the following sections
1. General information
2. Supervision Agreement
3. Sections that include the core competencies
   a) Competency statement
   b) Practice Behavior statements
   c) Learning Activities
   d) Evaluation Criteria
   e) Target Dates
Learning Contract

Due Date will be Announced at the Preparation for Practice Workshop.

Once prepared the learning contract is uploaded onto the IPT web site.
Field Learning Contract

Student: Guadalupe Gibson
Level: MSW Foundation Year
Dates of Placement: August 20__-May 20__
Agency: Delores Huerta Advocacy Center
Field Instructor: Jane Addams, LCSW
Field Liaison: Suzy Smith, LCSW

Student: ____________________________ Date: ______________
Field Instructor: _______________________ Date: ______________
Field Liaison: _________________________ Date: ______________

Signatures:
Please do not electronically sign the learning contract until you & your field instructor meet with your field liaison.
# Field Instructor/Field Student Supervision Agreement

<table>
<thead>
<tr>
<th>Student Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Instructor</td>
<td></td>
</tr>
<tr>
<td>Other adjunct field instructors</td>
<td></td>
</tr>
<tr>
<td>Field Agency</td>
<td></td>
</tr>
<tr>
<td>Dates of Field Instruction</td>
<td></td>
</tr>
<tr>
<td>Academic Year</td>
<td>August</td>
</tr>
</tbody>
</table>

**Supervision Time**  
_(ASU SSW Policy requires one hour of supervision per week.)_
- Supervision will occur as follows:  
  - Day of week  
  - Time  

**Agreement on holidays, winter break, and spring break.**
- 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.**  
_Either check with ink pen or point and click with electronic cursor._
- One on One supervision  
- Group Supervision  
- Co-facilitation with adjunct field instructors  
- Process recording  
- Audio recording *  
- Video recording *  
- Online / e-mail communication  
- Telephonic  

Form completed in Consultation with field instructor
#1 Professional Values and Ethics

Learning Objective: The student will identify, in practice situations, major values that both support and challenge her personal and professional practice of social work. The student will demonstrate compliance with the NASW Code of Ethics.

Practice Behavior: Prescribed by the school.

<table>
<thead>
<tr>
<th>Learning Activities</th>
<th>Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typically students are instructed to complete the three prescribed learning activities or choose two and substitute the third activity with their own choice, “Student Choice”</td>
<td>.......</td>
</tr>
</tbody>
</table>

Evaluation Criteria

**Evaluation Methods:**
Combination of prescribed methods and student selected method

Evaluator:
Field Instructor

Note: Target date may be a specific date or if it is a recurring activity you may write “ongoing”.
Learning Activities

1. Student will interview 2 agency staff members on how they identify, address, and resolve ethical dilemmas.
2. Student will demonstrate ability to identify 2-3 ethical dilemmas when working with agency clients and debrief with field/task instructor on how social workers address them.
3. Student will identify personal values and perceptions about culture and class that influence social work practice during field supervision.
4. Or substitute a “Student Choice”.

Note: Activities 1-3 are prescribed by the school. A student may substitute one of the three with their own “student choice”.

Target Dates
1……
2……
3……

Student Choice: student (in consultation with field instructor) is to develop learning activity.
Evaluation Method
1. Provide field instructor feedback on observation of agency staff members.
2. Debrief with field instructor on values and perceptions in that conflict/support with work with clients.
3. Review journal entries during weekly supervision.
4. Or substitute “Student Choice”
   Evaluator: Write in field instructor’s name

Note: Activities 1-3 are prescribed by the school.

Student Choice: student in consultation with field instructor are to develop their learning activity.
What are Learning Activities?

- Activities that the student will perform to achieve the learning objectives.
Examples of Learning Activities

- Observation Activities
- Shadowing field instructor
- Focus interviews
- Observer/Participation
- Video-Audio & Video
Examples of Learning Activities:

- Literature Review
- Chart Reviews
- Student Case Assignment
- Student Case Staffing
- Student Presentation
- Visiting Agencies
Important Learning Activity

Safety orientation and Training
at the agency.
Important Learning Activity

- Comprehensive Orientation to the agency.
STUDENT PERFORMANCE EVALUATION

This evaluation is designed to provide feedback to the student on the past semester’s performance, provide a basis and recommendation for the semester grade, and keep the School of Social Work informed about student performance in the field. An honest evaluation is helpful to the student and the School.
Student Performance Evaluation

• Conducted at end of each semester (Academic Year: early December and late April).

• If there are challenges please notify your field liaison early on.
Field Evaluation: GRADES

Graduate Level:

Y = Satisfactory

E = Failed
Student Performance Evaluation Procedure:

• Please note that this evaluation form follows the same learning objectives as outlined in the student’s learning contract. Please evaluate the student’s performance within the context of the student’s stated evaluation criteria found in the learning contract.
• Make two copies of the form to be used as an evaluation rough draft. Give one copy to the student for self-evaluation.
• The student and field instructor complete the ratings form independently. The student should make sure to provide an example of how each skill was demonstrated. Then the student and field instructor discuss the ratings.
• The field instructor fills out a final copy of the evaluation form.
• The field liaison will meet with the student and field instructor to discuss the evaluation and secure all signatures.
Student Performance Evaluation Procedure:

Signatures:

Please do not electronically sign the performance evaluation until you & your field instructor meet with your field liaison.
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student consistently failed to engage in the learning process thus resulting in unacceptable performance.</td>
<td>Student occasionally demonstrated expected competency Needs improvement.</td>
<td>Student satisfactorily demonstrated progress towards competency at the MSW Foundation level.</td>
<td>Student consistently demonstrated expected competency at the MSW Foundation level.</td>
<td>Student exceeded performance expected of an MSW Foundation student at this phase of professional formation.</td>
<td>Student did not have the opportunity to implement assignment and will address in the next semester, or the activity was completed in the prior semester.</td>
</tr>
</tbody>
</table>
1.a Knowledgeable about NASW core values and ethical principles, and conducts self in accordance with the NASW Code of Ethics.

1b. In practice situations identifies and reflects on major values that both support and challenge his/her personal and professional practice of social work in accordance with the NASW Code of Ethics.
Field Liaison Agency Visit

At the end of the semester your field liaison will meet with you and your field instructor to review your performance evaluation. Prior to the field liaison visit you and your field instructor are to complete the evaluation process and the IPT electronic evaluation form. Please refer to the instructions found on the front of the evaluation form.
What if I don’t agree with my field instructor? Who do I speak with?

✓ First discuss with your field instructor; if not resolved

✓ Consult with Field Liaison

✓ Joint meeting with field instructor and field liaison.
What are your expectations on completing your field experience?

Becoming a ….

- Knowledgeable Practitioner
- Culturally Competent Practitioner
- Professional Team Player
- Critical Thinker who demonstrates Sound Judgment
- Ethical Practitioner
- Advocate for Social Justice
- ……………………………
Attention MSW Field Students!

On completion of parts A, B, C please print a copy of the post test and complete the post test.

Once you have completed the post test, please return it to the school:
by mail to 340 N. Commerce Park Loop, Suite 250, Tucson, AZ 84745;
or in person;
or by fax to 520-884-5949;
or you may scan it and email it to linda.shumaker@asu.edu Thank you.