

## ***Second Year Learning Contract***

### **Overall Internship Plan**

#### **Learning Contract Period (Approximate Dates)**

Internship Begin Date: \_\_\_\_\_

Internship End Date: \_\_\_\_\_

#### **Hours to be completed:**

*BSW First-year MSW placements* require a minimum of 400 hours total for the year.  
*Advanced Standing and Second-year MSW placements* (including advanced standing) require a minimum of 500 hours total for the year.

#### **Planned Standard Schedule of Practicum Hours:**

\*We recognize that dates may be subject to change; however this serves the purpose of discussing the general plan for the most typical schedule each week.

<i>Day:</i>	<i>Sun</i>	<i>Mon</i>	<i>Tues</i>	<i>Weds</i>	<i>Thurs</i>	<i>Frid</i>	<i>Sat</i>	<i>Approx. # of Weekly Hours</i>
<i>Schedule Example: 8:00-5:00</i>								

#### **Weekly individual supervision session plan**

- Day, time of supervision schedule: \_\_\_\_\_

#### **Checklist of Practicum Assignments and Requirements with Due**

**Dates:**

**Practicum 2 (First Half):**

**Learning Contact** complete with required signatures, submitted to Brightspace by ***Tuesday, September 30, 2025.***

Completion of **Site Visit** with Practicum Supervisor and Practicum Faculty (***mid semester***).

Two completed **process recordings** with written feedback from Practicum Supervisor, submitted to Brightspace.

***Process Recording 1 due no later than 10/21.***

***Process Recording 2 due no later than 11/11.***

**Timesheets** with signatures indicating completion of at least 40% of the annually required hours (Approximately 200 or more hours) ***submitted to Brightspace no later than 12/9.***

Completion of **Administrative Project Proposal**, ***uploaded to Brightspace no later than 12/9.***

Completion of **Midpoint Evaluation** by Practicum Supervisor, ***copy uploaded to Brightspace no later than 12/9.***

**Practicum 2 (Second Half):**

Completion of **Site Visit** with Practicum Supervisor and Practicum Faculty, as needed (***mid semester***).

Two completed **process recordings** with written feedback from Practicum Supervisor, submitted to Brightspace.

***Process Recording 1 due no later than 2/17.***

***Process Recording 2 due no later than 3/24.***

Completed **Macro Administrative Project Summary**, ***submitted to Brightspace no later than 4/28.***

**Timesheets** with signatures indicating completion of the total of annually required hours (500 hours), ***submitted to Brightspace no later than 5/5.***

Completion of **Final Evaluation** by Practicum Supervisor, ***copy uploaded to Brightspace no later than 5/5.***

**Brief Description of Practicum Activities and Responsibilities**

**Descriptions and size of Direct Service Caseload (as applicable):**

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\*Typically expected to be four to five individual cases or families. Caseload size will vary, depending on agency mission, complexity of cases, type of service provided, number of groups the student is assigned, and other factors. Depending on the agency; screening, assessment, and brief treatment or crisis services can qualify to meet these expectations.

**Specific Means of Assessment of Development of Core Competencies and Practicum Experience Components #1-4:**

As part of completing the Learning Contract consider carefully what will be used to assess student competence in the areas above. Check off sources that will be used:

- Supervision discussions
- Discussion of coursework experiences
- Review of process recordings
- Observation of student in practice with clients
- Observation of student interacting with colleagues
- Observation of student in groups of colleagues, such as team meeting
- Observation of student presentations in agency or community contexts
- Review of paperwork and/or reports completed by the student
- Reports from colleagues
- Results from a project taken on by the student

**Expected Learning Components in Practice**

**Advanced Generalist Year Practicum Experience Components #1A and #1B:**

**Direct Service with Individuals, Families, and Client Groups – Increased Complexity:** The student demonstrates effective advanced generalist social work practice skills with clients with complex needs utilizing resources and interventions relevant to a range of client systems.

**1A. Direct Service with Individuals and/or Families – Client Engagement:** The student

demonstrates effective social work engagement with clients and client systems.

**1B. Direct Service with Client Helping Groups:** The student demonstrates effective advanced social work practice skills with clients with complex needs utilizing resources and interventions relevant to a range of client systems.

Please describe direct practice behaviors, activities, and assignments, and the client population with whom the student will engage that will provide evidence of mastery towards expected competencies. Note specific activities and resources that will be available in order to identify and intervene in client systems (e.g., access to client files, consultation with agency colleagues, communication with professionals at related/referral agencies, etc.):

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**Estimate the number of hours per week the student will be engaged in this practicum experience component.**

\*May consist of approximately 30-70% of time depending upon agency setting.

- # Hours per week: \_\_\_\_\_

**Advanced Generalist Year Practicum Experience Component #2:**

The student demonstrates an understanding of and ability to function at an advanced generalist level in agency, organizational, and larger service systems by addressing an organizational administrative need that will enhance the functioning of the host agency and services to clients.

Please describe the practice behaviors, activities, and assignments that will provide evidence of movement towards mastery of expected competencies:

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**Estimate the number of hours per week the student will be engaged in this practicum experience component:**

\*May consist of approximately 20-60% of time depending on agency setting.

- # Hours per week: \_\_\_\_\_

**Advanced Generalist Year Practicum Experience Component #3: Development toward Advanced Generalist Social Work Practice Competence**

The student integrates knowledge of micro, mezzo, and macro systems, social work ethics, and effective use of self to engage in autonomous professional advanced generalist social work practice with client and social systems of all sizes, using the ecological model, person-in-environment, and the strengths perspective.

Please describe the autonomous practice behaviors, activities, and assignments in which the student will be engaged (some may be repeated from Advanced Generalist Year Practicum Experience Components #1 and #2) that will provide evidence of movement toward mastery of expected competencies:

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Estimate the number of hours per week the student will be engaged in this practicum experience component.

\*May consist of approximately 10-25% of time depending on agency setting.

- # Hours overall: \_\_\_\_\_

**The Council for Social Work Education's Nine Social Work Competencies**

CSWE's nine Social Work Competencies are listed in Table 1 in the supplemental instructions document. Each competency describes the knowledge, values, skills, and cognitive and affective processes that comprise the competency at the advanced generalist level of practice, followed by a set of behaviors that integrate these components. These behaviors represent observable components of the competencies, while the preceding statements represent the underlying content and processes that inform the behaviors. *Please use supplemental materials provided for additional ideas for activities as needed.*



**Activities to address competency 1, Demonstrate Ethical and Professional Behavior:**

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**Activities to address Competency 2, Engage Diversity and Difference in Practice:**

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**Activities to address Competency 3, Advance Human Rights and Social, Economic, and Environmental Justice:**

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**Activities to address Competency 4, Engage in Practice-informed Research and Research-informed Practice:**

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**Activities to address Competency 5, Engage in Policy Practice:**

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**Activities to address Competency 6, Engage with Individuals, Families:**

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**Groups, Organizations, and Communities:**

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**Activities to address Competency 7, Assess Individuals, Families, Groups, Organizations, and Communities:**

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**Activities to address Competency 8, Intervene with Individuals, Families, Groups, Organizations, and Communities:**

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**Activities to address Competency 9, Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities:**

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**Springfield College Required Rules of Professional Conduct for all  
Students in Practicum Experiences:**

**\*Students must check the boxes on the left to indicate that they have read and agree to the rules outlines below.**

Student interns shall behave in a legal, ethical, and moral manner in the conduct of their Practicum Experience, maintaining both a personal and professional integrity, and avoiding any actions or involvement in procedures not approved by qualified supervisors which would cause harm to others.

Student interns will understand their responsibilities and practice within the limits of their defined roles, training, and competencies as defined and approved in the Affiliation Agreement. They shall be expected to adhere to all agreed upon requirements with regard to attendance, required hours, and performance of duties as contracted or amended.

Student interns shall respect the integrity and protect the welfare of the individuals and the groups with whom they work. They shall not misrepresent their roles or competencies to agency staff, clients, patients, or others. Professional concerns or problems with others shall be discussed with the agency or faculty advisor.

Student interns shall, at all times, respect the confidentiality of information about clients or patients in the course of their Practicum Experience. They also shall be aware of agency policies or guidelines relating to research or training with human subjects.

Student interns will avoid undertaking any activity in which competency, personal problems, or conflicts of understanding are likely to lead to inadequate performance. If, or when, such a situation arises, they shall seek Practicum Supervisor or Practicum Faculty assistance to determine the appropriate course of action.

**Student interns acknowledge having read the NASW Code of Ethics, the current Practicum Manual, and the current Student Handbook of Policies and Procedures.**

### **Signatures for Entire Learning Contract**

***"I agree to/approve the provisions that are presented in this Learning Contract..."***

**Practicum Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Practicum Supervisor Name:** \_\_\_\_\_

**Practicum Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_