

First Year Learning Contract

Overall Internship Plan

Learning Contract Period (Approximate Dates)

Internship Begin Date: _____

Internship End Date: _____

Hours to be completed:

BSW and 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>Fri</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 Assignments and Requirements with Due Dates:

Practicum 1 (First Half):

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

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 160 or more hours for First Year, First Half), ***submitted to Brightspace no later than 12/9.***

Completion of **Community 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 1 (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 **Community Project Summary**, ***submitted to Brightspace no later than 4/28.***

Timesheets with signatures indicating completion of the total of annually required hours (400 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

Description and size of direct service caseload (as applicable):

*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 please consider what will be used to assess student competence in the areas below. 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

Generalist Year Practicum Experience Component #1A and #1B:

1A. Direct Service with Individuals and/or Families – Client Engagement: The student demonstrates effective social work engagement with clients and client systems, including assessment, beginning counseling, and referral skills as applicable.

1B. Direct Service with Individuals and/or Families – Multiple Systems: The student recognizes, articulates, and addresses the multi-systemic elements of clients' conditions and circumstances, including pressures and influences that create unequal access to services and fulfillment of basic and culturally-relevant human needs.

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.):

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: _____

Generalist Year Practicum Experience Component #2:

2. Group Work: The student practices and demonstrates the skills necessary to conduct and, if possible, directly facilitating effective social work groups *including both client helping groups and administrative task groups*, using skills related to conflict management, development of cohesion and consensus, and movement toward group goals, as appropriate for the group.

Please describe the direct practice behaviors, activities and assignments, and the helping group in which the student will be engaged (2A) or the collegial/administrative group in which the student will be engaged (2B) that will provide evidence of mastery towards expected competencies, please note if this/these groups will be linked to the student's community work project:

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: _____

Generalist Year Practicum Experience Component #3:

3. Community Work/Project: The student articulates and addresses the contextual and interactive role of community for clients, colleagues, and/or the placement agency.

Please describe possibilities for community work or project in which the student will engage and list other specific, direct practice behaviors, activities, and assignments that will provide evidence of movement toward mastery of expected competencies (see practicum manual for more information and examples):

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: _____

Generalist Year Practicum Experience Component #4:

4. Professional Practice and Effective Use of Self:

Please describe specific expectations of the student related to professional practice and effective use of self:

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

CSWE's nine Social Work Competencies are listed in Table 1 in the practicum workbook and practicum manual. 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. In the document, the behaviors represent observable components of the competencies, while the preceding statements represent the underlying content and processes that inform the behaviors.

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

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

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

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

Activities to address Competency 5, Engage in Policy Practice:

Activities to address Competency 6, Engage with Individuals, Families, Groups, Organizations, and Communities:

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

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

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

**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 outlined 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: _____