

**FIELD EDUCATION  
LEARNING AGREEMENT:**

**SAMPLE:**

**FIRST YEAR FOUNDATION**

Student: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Semester \_\_\_\_\_ Year \_\_\_\_\_  
 Please Circle:    1<sup>st</sup> Year    2<sup>nd</sup> Year    A/S

**MSW FIELD EDUCATION LEARNING AGREEMENT**  
SAMPLE MSW I

| Goal | Student Learning Objective   | Student Learning Activities (Action Steps)   | Target Date | Evaluation |          |
|------|--|--|-------------|------------|----------|
|      |  |  |             | No.        | Comments |
| I.   | To assume primary responsibility for developing and clearly stating my goals and learning needs for the field placement.           | a. Prepare a written "Learning Agreement" with the Field Instructor stating desired goals, needs, and experiences.<br>b. Take responsibility for requesting help when needed.<br>c. Review Learning Agreement periodically to add, modify, or delete learning objectives and activities.   |             |            |          |
| II.  | To identify needs, values and feelings of each individual client as different from or similar to those of other clients or myself. | a. Discuss my own values, needs, and feelings regarding each client with Field Instructor.<br>b. Discuss with other staff their view of my clients.<br>c. Directly seek information from clients on their values, goals and views of successful functioning.<br>d. Prepare one process recording per term and discuss statements of values that are present in the process recording with my field instructor. |             |            |          |

Student: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Semester \_\_\_\_\_ Year \_\_\_\_\_  
 Please Circle:    1<sup>st</sup> Year    2<sup>nd</sup> Year    A/S

**MSW FIELD EDUCATION LEARNING AGREEMENT**  
**SAMPLE MSW I**

| Goal | Student Learning Objective  | Student Learning Activities (Action Steps)   | Target Date | Evaluation |          |
|------|---|--|-------------|------------|----------|
|      |   |  |             | No.        | Comments |
| I.   | To use supervision to develop my strengths and identify my weaknesses as a social worker.         | a. Discuss strengths and weaknesses in weekly meeting with supervisor.<br>b. Participate actively in bi-monthly student supervision group.<br>c. Identify strengths skills, and areas of difficulty through the use of audio recordings. Review one audio recording per month with supervisor.<br>d. Seek feedback from other staff and discuss this feedback with Field Instructor. |             |            |          |
| I.   | To define and function in the role of professional social worker as defined by the field setting. | a. Review written description of agency social worker and talk with staff about responsibilities.<br>b. Apply social work values and ethics in work with clients and colleagues.<br>c. Represent role of social worker in an interdisciplinary team.<br>d. Work with professionals from other disciplines on behalf of client.   |             |            |          |

Student: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
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**MSW FIELD EDUCATION LEARNING AGREEMENT**  
**SAMPLE MSW I**

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|------|---|--|-------------|------------|----------|
|      |   |  |             | No.        | Comments |
| II.  | To become familiar with the philosophy, policies, and organizational structure of agency.                   | a. Review agency handbook, focusing on philosophy statement, administrative and treatment policies.<br>b. Assess the formal and informal communication networks within the agency.<br>c. Participate on a monthly basis in meetings dealing with reorganizing and future planning of agency.   |             |            |          |
| II.  | To identify and apply information about inter-organizational relationships among agencies in the community. | a. Visit two other agencies serving the same population as placement agency. Discuss with Field Instructor observed similarities and differences.<br>b. Identify commonly used referral agencies. Become familiar with services of these agencies and appropriate referral policies and procedures.                                    |             |            |          |
| III. | To develop diagnostic and treatment-planning skills.  | a. Discuss intake procedure with supervisor.<br>b. Observe staff member conducting intake.<br>c. Conduct an intake and prepare a written Psychosocial on three clients per term.<br>d. Become familiar with DSM-IV through agency workshop.<br>e. Utilize information obtained from intake and assessment to develop a treatment plan. |             |            |          |

Student: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Semester \_\_\_\_\_ Year \_\_\_\_\_  
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**MSW FIELD EDUCATION LEARNING AGREEMENT**  
**SAMPLE MSW I**

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|------|---|--|-------------|------------|----------|
|      |   |  |             | No.        | Comments |
| III. | To learn to apply appropriate intervention modes. | a. Provide individual counseling on a short-term basis (6-8 weeks) for one client.<br>b. Staff agency crisis line two times each month.<br>c. Provide on-going case management for two clients per term.<br>d. Act as a social broker to locate and match appropriate community resources with client needs.<br>e. Co-Lead a weekly support group with field instructor. |             |            |          |
| III. | To develop skills in professional record keeping. | a. Utilize SOAP method for professional record keeping.<br>b. Meet agency-dictated time lines for paperwork and record keeping.<br>c. Complete written discharge referrals on two clients per month.   |             |            |          |

## Appendix Q