

# Guide to Completing the Learning Contract for SCWK 3300

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## Important information about the first Field Practicum and completion of the Learning Contract, Midterm and Final Evaluation.

The overall goal of the first practicum is to provide students with a **beginning level of competence in social work practice**, with emphasis on the development of self-awareness and professional use of self, beginning ability to implement planned interventions with diverse populations, and an appreciation for social justice activities.

In all field documents, **service recipient** (client) refers to "a person, family, group of persons, incorporated body, association or community on whose behalf a social worker provides or agrees to provide a service or to whom the social worker is legally obligated to provide a service." (*CASW Code of Ethics*, 2005)

### Attendance and field schedule:

#### Students are required to:

- complete a **350 hour field practicum** typically during a four day week over the course of a semester (the 350 hours does not include lunch breaks, statutory holidays, snow days, sick days, etc.);
- determine their practicum schedule in consultation with their field instructor (any changes to the schedule must be approved by the field instructor);
- spend a minimum of eleven (11) weeks at the field agency (even if they have already completed the 350 hours);
- make up any missed time (absences in excess of three consecutive days must be communicated to the assigned Field Education Coordinator at the School of Social Work);
- follow the agency schedule (holidays, storm days, etc.) while in field.

### Professionalism and expectations:

#### Students are required to:

- meet with their field Instructor on a weekly basis in a 1.5 hour block for field instruction;
- complete and submit a Weekly Critical Reflection (Weekly Log) as per the field instructor's requirements;
- demonstrate professional behaviour and competence as evidenced by meeting or exceeding the objectives contained in the five outcome goal areas in the learning contract;
- demonstrate ethical behavior as per the [CASW Code of Ethics](#) and the [School of Social Work Suitability for the Profession Policy and Procedures](#);
- adopt dress and communication styles appropriate to the field setting; and
- abide by safety standards, policies, and procedures of the field setting.

**Failure to meet these expectations may jeopardize successful completion of the BSW field practicum.**

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## Recording and Documentation:

Students are required to complete a **minimum of six recording activities** for review by their field instructor, including any combination of the following (minimum of two different types):

- Agency documentation (depending on the agency requirements, students may be required to complete more than the minimum stated above, i.e., CSSD)
- Audio recordings
- Community/needs assessments
- Critical analysis of meetings
- Event planning and coordination
- Group work recordings
- Observation and analysis of intervention
- Process recordings
- Program/project recordings
- Reflections on direct observations
- Video recordings

**Refer to the BSW Field Education Manual and Resource Manual for descriptions of the recordings and requirements for completing the same.**

## Guidelines to completing the learning contract:

The learning contract specifies the responsibilities of the student and field instructor(s) in the field practicum, assists in the formulation of an individual educational plan, and ensures the student has appropriate opportunities to learn and demonstrate social work values, knowledge, and/or skills on each of the identified evaluation criteria. **The learning contract is a living document that the student and field instructor(s) will use to complete the mid-term and final evaluations.**

- Responsibility for completing the contract is shared between the student, field instructor(s), and agency mentor (where there is no onsite field instructor).
- The learning contract must be **completed in IPT** (Internship Placement Tracking database) by the 15<sup>th</sup> day of the practicum.
- **All listed objectives and activities are mandatory.**
- The student is expected to consult with the field instructor(s) to identify additional learning activities for each objective, specific to the field setting, and add these activities to the appropriate outcomes in the learning contract.
- The contract is negotiated, completed, and signed by the student, field instructor(s), and agency mentor (where appropriate), and approved by the assigned field education coordinator. Please refer to the Electronic Signature page of the Learning Contract.
- The learning contract is reviewed at midterm and may be revised at any point in the practicum.
- Students must obtain **Meets Expectations (ME)** on all objectives and activities on the **Final Evaluation** in order to successfully complete the practicum (SCWK 3300).

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## MIDTERM and FINAL EVALUATION:

The midterm evaluation outlines five outcome areas reflecting a comprehensive array of social work values, knowledge, and skills that students are expected to achieve during their field experience. **The stated objectives represent minimum requirements for the first field practicum.**

The **midterm evaluation is due at the end of the 6<sup>th</sup> week** of the practicum and the **final evaluation is due during the last week** of practicum. Both the **midterm and final** evaluations are **completed in IPT.**

## Assessing Student Performance

Students in their first practicum (SCWK 3300) are expected to perform at a beginning level of competence.

Please use the following scale to **assess student performance.** Field instructors are encouraged to provide qualitative feedback on student performance in the summary section including strengths and challenges, areas for ongoing and future learning, etc. In order to successfully complete a practicum, students must obtain ME (Meets Expectations) on all objectives and activities on the final evaluation. Please note that all practica are graded as pass or fail on University transcripts.

## Grading Scale:

Meets Expectations (ME)	Consistently demonstrates an acceptable level of: <ul style="list-style-type: none"><li>• theory and skills;</li><li>• creativity and critical thinking;</li><li>• analytical skills;</li><li>• communication skills;</li><li>• professional and ethical behavior.</li></ul>
Needs improvement (NI)	Demonstrates a minimal level of: <ul style="list-style-type: none"><li>• theory and skills;</li><li>• creativity and critical thinking;</li><li>• analytical skills;</li><li>• communication skills;</li><li>• professional and ethical behavior.</li></ul>
Is not meeting expectations (NM)	Fails to demonstrate a minimal level of: <ul style="list-style-type: none"><li>• theory and skills;</li><li>• creativity and critical thinking;</li><li>• analytical skills;</li><li>• communication skills;</li><li>• professional and ethical behavior.</li></ul>