



Office of Field Education

Sample Learning Agreement Activities

- The list below includes suggestions for under which competencies to place the suggested activities. While some activities might reflect multiple competencies, a student cannot list the same activity under multiple competencies on the Learning Agreement.
- If a suggested activity below is already on the student’s Learning Agreement as a Required Activity (even under a different competency), then the item cannot be used as an Additional Activity.

	Sample Activities	BSSW	MSWII/ ASAP
1.	Demonstrate Ethical & Professional Behavior		
	Prepare a presentation to be used as a part of an agency social work training module.	✓	✓
	Review necessary and pertinent agency policies and procedures related to social work role.	✓	✓
	Complete agency-specific orientation activities.	✓	✓
	Review the agency’s policy manual, mission statement, funding streams, confidentiality, and documentation requirements.	✓	✓
	Interview a Board member about their role and compare to the agency’s documentation regarding Board responsibilities.	✓	✓
	Interview an administrator of the agency.	✓	✓
	Shadow and/or interview other disciplines at your agency (psychiatry, nutrition, case aide, transportation aide, educator, administrator, etc.).	✓	✓
	Spend time in different departments of the agency to gain an understanding of client service.	✓	✓
	Attend staff, team, or other professional meetings.	✓	✓
	Practice at least one self-care activity each week.	✓	✓
	Explore career options in social work.	✓	✓
	Bring an agenda to supervisory meetings.	✓	✓
	Write a group progress note based upon observations.	✓	✓
	Review [###] of case files completed by various social workers.	✓	✓
	Review the process by which someone becomes a client at the agency and explain the process to the field instructor.	✓	✓
	Read about/find ethical dilemmas in studies, or in meetings and daily activities.	✓	✓
	Identify and explain at least two different ethical decision models and discuss/compare/contrast the models and their application(s).		✓
	Read agency policy on client confidentiality as well as maintain client confidentiality throughout field experience.	✓	✓
	Discuss each social work ethic core value and what its' application and presentation might look like within this particular agency (in which the student is placed).		✓
	Gather information about how agency uses social media and social media policies.	✓	✓
	Develop a social media campaign/presence for agency or a specific event.	✓	✓

Sample Learning Agreement Activities

	Sample Activities	BSSW	MSWII/ ASAP
2. Engage diversity and difference in practice			
	Attend a diversity training.	✓	
	Attend an arts/cultural/community event outside of student's own culture.	✓	✓
	Interview a social worker who works with a culture different from the student's culture.	✓	
	Interview staff member of differing culture than student.	✓	✓
	Complete a reading (journal, book, news articles) relevant to client or neighborhood culture.	✓	✓
	Identify and discuss instances when culture and diversity influence the outcomes of practice, policy, and program implementation in context with this current placement agency.		✓
	Identify and discuss at least one personal bias (student's) and value that might potentially influence the student's work with any diverse group.	✓	✓
	Interview a minority client about their experiences as a mental health consumer.	✓	✓
	Observe agency programs to recognize different populations served and to identify how this observation helps engage diversity in practice.		✓
	Research ways in which different cultures may present and experience depression.	✓	✓
	Attend a community meeting or celebration in the agency's neighborhood.	✓	✓
	Identify agency practices that promote diversity.		✓
	Student located in an urban agency shadow a worker in a rural agency (or vice versa).	✓	✓
3. Advance Human Rights & Social, Economic, & Environmental Justice			
	Select a social justice issue and research 3 articles.	✓	
	Interview/Meet with [###] social workers engaged in human rights work.	✓	✓
	Shadow a patient rights advocate and write a reflection in their weekly journal.	✓	✓
	Research a current issue or legislative action that requires advocacy, and organize a letter-writing campaign among your staff, volunteers, etc.	✓	
	Discuss a current event that impacts how a specific service is delivered at the agency and identify methods of advocating for the service or impacted population.	✓	✓
	Identify an outdated policy and advocate for change to better serve client population.	✓	✓
	Research social justice issues as they relate to _____ [issue] & interventions on the macro level which address these issues.		✓
4. Engage in Practice-informed Research & Research-informed Practice			
	Review research and books on a topic relevant to your work.	✓	✓
	Interview an agency representative to see how client outcomes are assessed and how research is utilized at the agency.	✓	✓
	Research self-soothing techniques to teach clients.	✓	✓
	Research poverty statistics, incidences of homelessness, incarceration and other items related to agency work to better understand community and to state need for services.		✓
	Identify ways in which evidence-based practice is used in funding and grant writing.		✓
5. Engage in Policy Practice			
	Identify government bodies that regulate or fund the agency.	✓	✓
	Help prep, or interview, staff about the process for accreditation/re-accreditation. (CARF, JCAHO, etc.)	✓	✓
	Complete the agency's HIPPA training.	✓	✓
	Review patient rights policy and write a reflection in weekly journal.	✓	✓
	Attend a court hearing or legal proceedings.	✓	✓
	Attend an Area Commission meeting or community meeting in the agency's neighborhood.	✓	✓
	Attend a Board meeting.	✓	✓
	Attend meetings of "umbrella" organization or affiliating agency such as ADAMH or CSB.	✓	✓

Sample Learning Agreement Activities

	Sample Activities	BSSW	MSWII/ ASAP
5. Engage in Policy Practice (continued)			
	Attend a meeting of the Ohio Development Disabilities Council which occur on a quarterly basis. See: http://ddc.ohio.gov/abt/join.htm for more info.	✓	✓
	Attend a meeting of the Central Ohio Coalition for Sexual Health. See http://columbusashconference.weebly.com/about-us.html for schedule.	✓	✓
	Attend a press conference regarding legislative action on a topic affecting social workers or populations traditionally served by social workers.		✓
	Shadow advocacy branch of agency to understand policy creation and the critical role of the nonprofit community in shaping it.		✓
	(If agency bills insurance) Learn how the agency gets staff on insurance panels. (That is, how does credentialing happen?) Assist with process, if possible.		✓
	Participate in a pre-audit process. (Ex., pre-insurance, or pre-Medicaid audit, etc.)		✓
	Become familiar with the contents of the agency's ADAMH service plan (for applicable agencies) or the agency's strategic plan, and how the plan was created.		✓
6. Engage with Individuals, Families, Groups, Organizations, & Communities			
	Observe [###] of intake interviews.	✓	✓
	Gather the "story" of 1-2 clients that have used and/or benefited from the agency's services.	✓	✓
	Take intake calls, calls for agency information, or constituent calls.	✓	✓
	Learn techniques to engage resistant clients.	✓	✓
	If student is at an "umbrella agency" or advocacy organization: Visit direct service "member" agencies or affiliates to see its operation; meet with a client via that partner agency.	✓	✓
	If student is at a State agency (ex. Ohio Dept. of Job and Family Services): Visit a local agency; meet and interview direct service workers; shadow client interactions; and/or participate in assessments.	✓	✓
	Call parents to communicate student behaviors, performance (positive and negative), and other program information.	✓	✓
	Engage tenants through work on the tenant outreach hotline to gather information to improve services.	✓	✓
7. Assess with Individuals, Families, Groups, Organizations, & Communities			
	Attend at least one board meeting, training or data warehouse meeting to learn about board governance.	✓	✓
	Assess [###] clients using the 40 Developmental Assets.	✓	✓
	Read DSM-V on most frequently dealt with diagnoses.	✓	✓
	Sit with agency's RN or psychiatrist to observe a different perspective/evaluation of a client.	✓	✓
	Observe a psychological evaluation given by a psychiatrist within the agency.		✓
	Discuss with supervisor typical family structures and stressors that clients have and how those structures and stressors could affect clients.	✓	✓
	Apply for benefits through the local Job & Family Services or Ohio Benefits Bank in order to understand process that clients go through.	✓	✓
	Shadow a worker at another agency that offers a similar service. Identify differences in worker approach and agency culture.	✓	✓
	Identify the major social service agencies and services in the target environment and compare to services offered by internship agency.	✓	✓
	Identify ways in which theories of organizational culture and the role of culture in shaping organizational performance are applied in macro-level practice.		✓

Sample Learning Agreement Activities

	Sample Activities	BSSW	MSWII/ ASAP
8.	Intervene with Individuals, Families, Groups, Organizations, & Communities		
	Observe the field instructor or other staff members engaged in interaction with clients.	✓	
	Shadow and observe a social worker doing a home visit.	✓	✓
	Conduct at least 3 interactions with clients, groups, or committees in the presence of field instructor.	✓	
	Provide case management to a minimum of 3 clients.	✓	
	Observe [##] of _____ [type of] groups.	✓	
	Develop a new psychoeducational group and run the group at the agency.		✓
	Demonstrate effective termination skills prior to last day of field placement.	✓	✓
	Complete two client discharge summaries by end of placement.	✓	✓
	Interview and shadow at least two social workers who perform _____ [type of service].	✓	✓
	Identify agencies that provide services for which agency clients are most commonly linked.	✓	✓
	Visit other agencies or relevant settings; understand referral processes for linking clients to these agencies..	✓	✓
	Teach a class or workshop for clients. (Example: ESL, citizenship, personal finance/budgeting, resume preparation, interviewing skills)	✓	✓
	Start a program for agency's clients that the student has interest in. (Ex. A student initiated a Girls on the Run program at her field placement agency.)	✓	✓
	Work on writing a grant application with partner agencies. (Ex. CMAA, CDC grant)	✓	✓
	Create a flyer to market your agency and the internship to future students.	✓	✓
	Update the agency's website.	✓	✓
9.	Evaluate with Individuals, Families, Groups, Organizations, & Communities		
	Participate in the preparation of audits.	✓	✓
	Participate in a peer review.	✓	✓
	Actively participate in case reviews/team meetings.	✓	✓
	Observe at a different agency that uses similar interventions.	✓	✓
	Accompany agency professionals to various sites in order to view specific evaluations.		✓
	Develop a survey/evaluation to use with a client group and administer with several clients.		✓
	Create a method to evaluate the staff's perception of the usefulness of the [xxx] activity.		✓
	Engage agency professionals in order to gain guidance and increase understanding of methods and measures used to determine the value of program/intervention.		✓
	Document and evaluate patient progress on a discharge summary prepared for patients.		✓
	Student will document patient progress on individual and group notes using an electronic medical record.		✓
	Outline personal thoughts/ideas concerning improvement of service delivery of various programs pertaining to _____ [a type of service such as offender re-entry].		✓
	Identify & explain the appropriate method(s) for evaluation to be used in assigned field placement projects and tasks.		✓