

Completing your Learning Agreement in Sonia

Once you log into Sonia, click on **Forms**.

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Student, Sally

Form: Supervision Log Add Name Ascending Filter Hide completed forms

OSU (8.5.2020) Advanced MSWII/ASAP Learning Agreement Edit

3in1 LA and EVAL by COMP 2015

Placement Group:	MSW II 2020-2021
Placement:	OSU - Columbus Free Clinic
Date Added:	8/24/2020 8:20 PM
Date Updated:	8/24/2020 8:20 PM
Completed (Mine):	0 of 4
Completed (All):	0 of 12

New
Form added on 8/24/2020

OSU MSW II/ASAP Field Application Edit

Placement Group:	MSW II 2020-2021
Placement:	OSU - Columbus Free Clinic
Date Added:	2/11/2020 10:07 AM
Date Updated:	6/1/2020 3:19 PM
Due Date:	2/23/2020 11:59 PM
Completed (Mine):	0 of 1
Completed (All):	0 of 1

Due 184 days ago
You still need to complete 1 section

OSU Generalist MSWI Learning Agreement Edit

3in1 LA and EVAL by COMP 2015

Placement Group:	MSW 1 2020
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STUDENTS:
Locate the (8.5.2020) Advanced MSWII/ASAP Learning Agreement and select "edit". This will open a new browser for you to complete the form. All sections marked with a * are required.

Advanced MSWII/ASAP Learning Contract and Evaluation

Placement Information

Student Name	Agency Name	Field Instructor Name	Field Instructor Email	Task Instructor Name	Task Instructor Email	Field Liaison Name	Field Liaison Email	Placement Type
<input type="text"/>  *	<input type="text"/>  *	<input type="text"/>  *	<input type="text"/>  *	<input type="text"/> 	<input type="text"/> 	<input type="text"/>  *	<input type="text"/>  *	<input type="checkbox"/> Micro  * <input type="checkbox"/> Macro  *

STUDENTS:
Select Micro, Macro, or both options based on the agency setting and learning opportunities.

**** The Council on Social Work Education (CSWE), the national accrediting organization for social work education, created 9 key competencies that students are to achieve during their field year. We recognize that each site provides various learning opportunities and therefore students and Field Instructors can select or create activities that reflect the agency's unique mission and goals.**

The 9 Competencies include:

- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Engage Diversity and Difference in Practice
- Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
- Competency 4: Engage in Practice-informed Research and Research-informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
- Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
- Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
- Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Instructions for completing this form:

Learning Agreement Instructions

Student: At the beginning of the semester, select all tasks listed as REQUIRED as well as any other tasks appropriate to the agency setting. Students **must add 1-2 additional, agency-specific activities per competency** in the text box provided.

Click the **SAVE DRAFT** button at the bottom of the form periodically to save your work.

Click the **Student Learning Agreement Submit** button when you are finished.

Field Instructor: Review the student's learning activities for each competency.

After reviewing, make any comments and then click the submit button at the bottom of the form.

Field Liaison Review the student's learning activities for each competency and the Field Instructor's comments. Add your own comments and **click the submit button at the bottom of the form.**

Evaluation Instructions

Evaluation Instructions

Field Instructor: use the **orange** (semester 1), **blue** (semester 2), **green** (semester 3) columns in each table to rate your intern in comparison to a beginning-level social worker. Please provide comments in the corresponding comment box below each competency rating table. Note: you will complete an evaluation for each semester(s) the student is in field.

Click the **SAVE DRAFT** button at the bottom of the form periodically to save your work.

Click the **Field Instructor Submit** button at the bottom of the form to forward the form to your student.

Student: Review your evaluation. **Be sure to click the Student Submit** button at the bottom of the form.

Liaison: Review the evaluation. **Be sure to click the Liaison Submit** button at the bottom of the form.

Rating Scale

Rating	Rating Description
N/A	Not applicable - Does not relate to the student's internship experience or not sufficient experience to evaluate skill level.
1	Insufficient Progress - Demonstrates minimal competency, little knowledge or skill, limited and/or inconsistent understanding of essential knowledge and/or evidence of growth or change, rarely demonstrates progress on tasks and behaviors, and takes little initiative for learning. There is concern about the student's knowledge and/or practice behaviors.
2	Developing Competence - Developing competency with guidance or through observation, student understands the skills and demonstrates a beginning or growing ability to apply knowledge to practice. The student needs continued practice and assistance but is beginning to function semi-independently with appropriate supervision and support.
3	Competence - Student demonstrates a consistent and effective ability to apply knowledge to practice and demonstrates social work values and behaviors. Student is actively engaged in the field experience. The student shows an ability to function independently with appropriate supervision and support.
4	Advanced Competence - Student demonstrates practice knowledge, values, and behavior and is able to adapt the skills in complex and diverse situations. The student shows consistent growth, exceeds expectations of an emerging professional, and takes full responsibility for learning.

FI: Note the rating scale and corresponding descriptions utilized for the end-of-semester evaluation.

Competency 1: Demonstrate Ethical and Professional Behavior

Learning Agreement: Select and create the activities you will engage in to develop this competency.

Task examples that develop this competency are listed under the required activities. Please check all required as well as any additional activities that apply.

- (REQUIRED) Complete a formal orientation to the agency, learning about policies, procedures and resources such as: dress code, attendance policies, confidentiality policies, mandated reporter policies, safety policies and procedures for staff and client systems, appropriate and inappropriate use of social media.
- (REQUIRED) Review expectations of supervision including how to prepare, what to bring, how to engage and what to expect; and actively participate in weekly supervision meetings.
- (REQUIRED) Discuss the most common codes from the NASW Code Of Ethics that an intern may be exposed to at this agency and the steps to manage ethical concerns.
- Learn about and research the mission and history of the organization.
- Discuss expectations related to agency meetings, in-services trainings and team meetings.
- Review appropriate professional communication with staff, taking into consideration the culture and norms of e-mail and in-person communication at agency.

Please write 1-2 additional, agency-specific tasks for this competency:

STUDENTS/FI: At the start of the placement - Review and check all required activities. Other activities can be added from the list provided. 1-2 additional, agency-specific tasks **must** be typed in the text box. Tasks will continue for the entire placement.

**** Repeat this process for competencies 2-9 ****

FI: At the end of each semester - Provide a rating (in corresponding semester) based on activities observed throughout the semester for each competency. Utilize the rating scale at the top of the learning agreement. Semester 1 is the first semester the student is in their advanced placement. Some students will not have a semester 3 rating if they did not start field in summer.

Evaluation: Rate the student on this competency and provide comments to support your rating.

Behaviors	Semester 1 Rating	Semester 2 Rating	Semester 3 Rating
<ul style="list-style-type: none"> • Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context • Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations. • Demonstrate professional demeanor in behavior, appearance, and oral and written and electronic communication. • Use technology ethically and appropriately to facilitate practice outcomes. • Use supervision and consultation to guide professional judgment and behavior. 	<input type="radio"/> N/A <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> N/A <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> N/A <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> <input type="radio"/> 3 <input type="radio"/> 4

Semester 1 Supporting Evidence (To save your comments at any time, scroll down to the bottom of the form, and click the Save Draft button.)	Semester 2 Supporting Evidence (To save your comments at any time, scroll down to the bottom of the form, and click the Save Draft button.)	Semester 3 Supporting Evidence (To save your comments at any time, scroll down to the bottom of the form, and click the Save Draft button.)

FI: At the end of each semester - In the narrative section (in corresponding semester), provide specific examples of how the student engaged in activities towards this competency (e.g. student engaged in agency orientation on 1/7/20, student demonstrated professionalism during team meetings, and they were able to discuss ethical dilemmas during supervision).

NOTE: It is important to provide ample documentation, as this determines a student's competency completion. Please do not copy and paste for each competency.

STUDENT/FI/Liaison: At the start of the placement - Individuals should submit the learning agreement indicating all parties have reviewed and agreed upon learning activities selected. Signatures must be submitted in the order below with a comment confirming approval. Each party should add comments and click their own submit button.

*******Learning Agreement Submit buttons*******

Student: Click the "Student Learning Agreement Submit" below when finished

Student Comments

Save Draft

Student Learning Agreement Submit

Field Instructor Comments

Save Draft

Field Instructor Learning Agreement Submit

Liaison Comments:

Save Draft

Field Liaison Learning Agreement Submit

STUDENT/FI/Liaison: Upon completion of the end-of-semester evaluation, FI provides a grade. Each party signs the evaluation in the order below and provides a comment confirming they have reviewed and approve of the evaluation.

*******Semester 1 Evaluation Submit buttons*******

Semester 1 Grade

- Successful
- Successful/Conditional Pass (requiring a meeting with field liaison to discuss terms)
- Unsuccessful

Field Instructor Comments

Student Comments

Save Draft

Student Submit

Liaison Comments:

FI: Successful/conditional pass indicates the student has made some progress, but there are ongoing concerns that require a meeting with the field liaison prior to the student receiving a final grade for the semester. The Field Liaison should add documentation in Sonia about the plan when this grade is assigned.