UNIVERSITY OF MONTANA
SCHOOL OF SOCIAL WORK

Field Education Program

BSW Learning Agreement & Evaluation

Student Information

Student Name:	Student ID (790xxxxxx):

Agency Field Instructor Information

Agency Name:	Agency Field Instructor Name:	Agency Field Instructor Email:

Supervision Arrangement

Do you have an Outside MSW Supervisor?	Outside MSW Supervisor Name:
○Yes ○No *	

Agency Arrangement

Is this an Employment Based Practicum Placement?
○Yes ○No *

Is this a *Paid* Practicum Placement?
○Yes ○No *

Please indicate the type of compensation for the paid practicum placement by selecting from the options below if you chose "Yes."
○ 15-20 hours/week at an hourly rate
○ Stipend pay
○ Scholarship
○ Other (text entry below) *

Learning Agreement Purpose Statement

The Learning Agreement serves as a comprehensive guide for the student's learning experience during their practicum at the agency. It encompasses the MSW Specialization Year's nine social work competencies, further expanded and enhanced by the program's specialized practice areas, incorporating additional competencies. This approach provides master's-level students with a well-rounded understanding of knowledge, values, skills, and cognitive and affective processes relevant to their chosen specialized practice area. Like the Generalist Year, students are responsible for developing specific and personalized learning activities within each extended competency, integrating the abovementioned dimensions. The agency's opportunities shape these activities and tasks, the student's individual learning needs, interests, and preferences, and the practice competencies mandated by the School of Social Work and the 2022 CSWE Educational Policy and Accreditation Standards. The activities are site-specific, measurable, and tailored to promote the student's successful development of professional competencies across various domains.

The Learning Agreement should be finalized **by week four of the semester** via the student's Sonia account. It will be reviewed by the AFI, the Field Liaison, and the student throughout the practicum's three site visits. It also serves as the basis for assessing practicum performance and progress throughout the academic year and for the student's final practicum grade (credit/ no credit) at the end of the overall practicum experience. Development towards the individual competencies is assessed during a mid-term and a final evaluation. Consequently, students should regularly review and update their learning agreement and activities to ensure it reflects changes made or new learning and opportunities.

Instructions

Learning Agreement	Evaluations
Students: • Please complete each behavior field with the appropriate learning activities. The Learning Agreement is an ongoing document that can be updated throughout the practicum experience. • If you cannot complete the form in one sitting, save your progress by clicking the "Save Draft" button at the bottom of the "Learning Agreement Submit Section." • Once all fields have been completed, click the "Student Submit Learning Agreement" button at the bottom of the "Learning Agreement Submit Section." • You will know the form has been successfully submitted when you see the "Form successfully actioned" message in green. • Remember that changes can be made to the learning activities at any time. After each change, click the "Student Submit Learning Agreement" button.	**Students:** • <u>Midyear Evaluation</u> ◦ At the end of your midyear evaluation, you are required to review the learning activities and respond to the prompts in the "Midyear Evaluation Comments" section located below the "Midyear Evaluation Submit Section." ◦ Once you have completed your reflection, click the "Student Submit Midyear Eval" button. If needed, you can use the "Save Draft" button to save your progress. ◦ It is important to **complete** this section **before** the midyear site visit. • <u>End of Practicum Evaluation</u> ◦ Please review the scores for each comment given by your Agency Field Instructor. ◦ In the "End of Practicum Evaluation Submit Section," indicate that you have reviewed the evaluation and discussed the scores with your Agency Field Instructor. ◦ You can provide comments regarding the evaluation in the provided space, but it is not required. ◦ To submit the form, click the "Student Submit End of Practicum Eval" button. ◦ You will know the form has been successfully submitted when you see the "Form successfully actioned" message in green.
Agency Field Instructors: • After the student has submitted the learning agreement, please review each learning activity. • In the "Learning Agreement Submit Section" at the bottom of the page, indicate that you have reviewed the Behaviors and either approve the form or request changes. • Please indicate the required changes in the provided field if changes are needed. Remember to notify the student if you are requesting changes. • Finally, click the "AFI Submit Learning Agreement" button in the "Learning Agreement Submit Section" below. • You will know the form has been successfully submitted when you see the "Form successfully actioned" message in green.	**Agency Field Instructors:** Evaluation is based on the student's performance and completion of the behaviors identified in the Learning Agreement. • <u>Midyear Evaluation</u> ◦ Please review the Behaviors and learning activities with the student for the midyear evaluation. ◦ In the "Midyear Evaluation Submit Section," respond to the prompts regarding the student's progress toward completing the Behaviors. ◦ To submit the evaluation, click "AFI Submit Midyear Eval" below the "Midyear Evaluation Submit Section." ◦ You can save your progress in the same section by clicking the "Save Draft" button. ◦ You will know the form has been successfully submitted when you see the "Form successfully actioned" message in green. • <u>End of Practicum Evaluation</u> ◦ At the end of the practicum, use the drop-downs in the "End of Practicum Rating" column to score the student. The Rating Scale is listed below these instructions. ◦ Comments regarding each competency can be made in the "Competency Overall Feedback" section below each competency table. ◦ Once all scores have been selected and comments made, scroll down to the "End of Practicum Evaluation Submit Section" and follow the instructions provided for Agency Field Instructors, including agreeing to the overall score and final grade (C/NC). ◦ You can save your progress in the same section by clicking the "Save Draft" button. When the form is completed, click "AFI Submit End of Practicum Eval."
Field Liaisons: • An email will be sent after the Agency Field Instructor has submitted the learning agreement. • Please review each learning activity. • In the "Learning Agreement Submit Section," indicate that you have reviewed the learning activities and either approve the student's learning activities or request changes. • If changes are needed, please indicate them in the provided field. • Finally, click the "FL Submit Learning Agreement" in the "Learning Agreement Submit Section." • You will know the form has been successfully submitted when you see the "Form successfully actioned" message in green.	**Field Liaisons:** • Please review the Student and Agency Field Instructor comments for the Midyear Evaluation or the scores assigned by the Agency Field Instructor for End of Practicum Evaluation. • In the "Midyear Evaluation Submit Section" or "End of Practicum Evaluation Submit Section," indicate whether you have reviewed and approved the evaluation. • Feel free to provide comments if desired. • Click the "FL Submit Midyear Eval" or "FL Submit End of Practicum Eval" button to submit the evaluation.

Color Legend

Learning Agreement	Midyear Evaluation	End of Practicum Evaluation

Rating Scale

5: Demonstrates Competency- Student consistently demonstrates competency and exhibits high autonomy with this behavior, even in complex situations.
4: Emerging Competency- Student demonstrates a developing level of competency with this behavior but may still require ongoing opportunities to master it fully.
3: Developing Competency with Assistance- Student shows some progress in developing competency with this behavior but still requires assistance and coaching to improve further.
2: Minimal Competency- Student demonstrates minimal competency with this behavior and requires significant support and guidance to improve.
1: No Competency- Student demonstrates no competency with this behavior.

You have the option to save this form and return to it at a later time.
The form will be considered successfully submitted when you see the message "Form successfully actioned" displayed in green.

Competency 1: Demonstrate Ethical and Professional Behavior

	Behaviors	Learning Activities	End of Practicum Rating
a.	Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
b.	Demonstrate professional behavior; appearance; and oral, written, and electronic communication.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
c.	Use technology ethically and appropriately to facilitate practice outcomes.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
d.	Use supervision and consultation to guide professional judgment and behavior.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5

End of Practicum Competency 1 Overall Feedback- Completed by the Agency Field Instructor

Competency 2: Advance Human Rights and Social, Economic, and Environmental Justice

	Behaviors	Learning Activities	End of Practicum Rating
a.	Advocate for human rights at the individual, family, group, organizational, and community system levels.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
b.	Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5

End of Practicum Competency 2 Overall Feedback- Completed by the Agency Field Instructor

Competency 3: Engage in Anti-racism, Diversity, Equity, and Inclusion in Practice

	Behaviors	Learning Activities	End of Practicum Rating
a.	Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
b.	Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5

End of Practicum Competency 3 Overall Feedback- Completed by the Agency Field Instructor

5: Demonstrates Competency	4: Emerging Competency	3: Developing Competency with Assistance	2: Minimal Competency	1: No Competency

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

	Behaviors	Learning Activities	End of Practicum Rating
a.	Apply research findings to inform and improve practice, policy, and programs	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
b.	Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5

End of Practicum Competency 4 Overall Feedback- Completed by the Agency Field Instructor

Competency 5: Engage in Policy Practice

	Behaviors	Learning Activities	End of Practicum Rating
a.	Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
b.	Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5

End of Practicum Competency 5 Overall Feedback- Completed by the Agency Field Instructor

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

	Behaviors	Learning Activities	End of Practicum Rating
a.	Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks to engage with clients and constituencies.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
b.	Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5

End of Practicum Competency 6 Overall Feedback- Completed by the Agency Field Instructor

5: Demonstrates Competency	4: Emerging Competency	3: Developing Competency with Assistance	2: Minimal Competency	1: No Competency

Competency 7: Assess Individuals, Families, Groups, Organizations and Communities

	Behaviors	Learning Activities	End of Practicum Rating
a.	Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
b.	Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed upon plan.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5

End of Practicum Competency 7 Overall Feedback- Completed by the Agency Field Instructor

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

	Behaviors	Learning Activities	End of Practicum Rating
a.	Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
b.	Incorporate culturally responsive methods to negotiate, mediate, and advocate, with and on behalf of clients and constituencies.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5

End of Practicum Competency 8 Overall Feedback- Completed by the Agency Field Instructor

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

	Behaviors	Learning Activities	End of Practicum Rating
a.	Select and use culturally responsive methods for evaluation of outcomes.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5
b.	Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.	*	○ 1 ○ 2 ○ 3 ○ 4 ○ 5

End of Practicum Competency 9 Overall Feedback- Completed by the Agency Field Instructor

5: Demonstrates Competency	4: Emerging Competency	3: Developing Competency with Assistance	2: Minimal Competency	1: No Competency

You have the option to save this form and return to it at a later time.
The form will be considered successfully submitted when you see the message "Form successfully actioned" displayed in green.

Learning Agreement Submit Section

Student: Learning Agreement Submit

- To submit the Learning Agreement, click the **"Student Submit Learning Agreement"** button once you have entered all the Learning Activities in the provided fields above.
- If you want to save your progress without submitting the form, you can click on "Save Draft" (please note that the "Save Draft" button does not submit the form).
- Remember that you can update the Learning Activities anytime throughout the year. Whenever changes have been made, click the "Student Submit Learning Agreement" button again to update the submission.

Save Draft | Student Submit Learning Agreement

Agency Field Instructor & Field Liaison: Learning Agreement Approval

- Please provide your responses to the two questions in the box below.
- If you have identified any changes that need to be made to the Learning Agreement, please describe them in the "Requested Changes" box.
- Once you have completed these steps, click on your designated "AFI Submit Learning Agreement" button.

Agency Field Instructor	**Field Liaison**
I have reviewed this Learning Agreement with my student and accept it as written. ◯Yes ◯No *	I have reviewed this Learning Agreement and accept it as written. ◯Yes ◯No *
◯ I am requesting modifications (see below).	◯ I am requesting modifications (see below).
Requested Changes (if applicable):	Requested Changes (if applicable):

Save Draft | AFI Submit Learning Agreement

Save Draft | FL Submit Learning Agreement

Midyear Evaluation Submit Section

Midyear Evaluation Comments

- Students and AFIs, please review the behaviors and learning activities and reflect on the prompts in the section below.
- When you have finished, click on your designated submit button.
- Please note that this must be completed BEFORE your midyear site visit.

Student	Agency Field Instructor	Field Liaison
Areas of Success: *	Areas of Success: *	I have reviewed and approved this evaluation. ○Yes ○No *
Areas for Growth: *	Areas for Growth: *	Please make any comments here:
Learning Goals for End of Year: *	Learning Goals for End of Year: *	
Use of Supervision: *	Use of Supervision: *	
Other Comments:	Other Comments:	

Save Draft | Student Submit Midyear Eval

Save Draft | AFI Submit Midyear Eval

Save Draft | FL Submit Midyear Eval

End of Practicum Evaluation Submit Section

Agency Field Instructor: Calculate End of Practicum Total Score

- Please follow these instructions to score the student using the **"End of Practicum Rating"** horizontal scoring list *above* for each competency section. Please note that this should be completed only at the end of the practicum, ***not*** before.
- The **Rating Scale** is provided *above* to guide your scoring process.
- Additionally, you can comment on each competency in the "Competency Overall Feedback" section below each competency table.
- Once you have entered all the "End of Practicum Rating" scores for the behaviors, click on the "Calculate End of Practicum Score" button below to calculate. It is important to note that all behavior ratings ***must*** have a score selected.
- After calculating the score, please answer the questions under "Agency Field Instructor: End of Practicum Evaluation Comments."
- You can use the "Save Draft" button to save your progress if you cannot score in one sitting.

- Please note that students can only view their End of Practicum scores once the "Calculate End of Practicum Score" button has been clicked and submitted.
- For more information, please review the SONIA How-to guide for AFI Evaluation(s).
  - ***Please note*** the following steps to view the updated calculated score:
    1. After selecting the "Save Draft" or "Calculate End of Practicum Score" button, exit the form by closing it out.
    2. Open the form again.
    3. Verify the score by checking the updated calculated score.
    4. Please be aware that the form may take a few moments to refresh and display the updated score.

End of Practicum Total Score

0.00

Save Draft | Calculate End of Practicum Score

End of Practicum Evaluation Comments

- AFIs, Students, and Field Liaisons, please answer the following questions and click your designated button to finalize the form.

Agency Field Instructor	**Student**	**Field Liaison**
Do you agree with the score displayed in the "End of Practicum Total Score" box? ◯Yes ◯No *	I have read the evaluation and have discussed it with my AFI. ◯Yes ◯No *	I have reviewed and approved this evaluation. ◯Yes ◯No *
If not, what score would you assign? ◯ 105 - 150 = Credit ◯ 0 - 104 = No Credit		
Please share your final reflections on the overall practicum experience and any additional comments in the below space.	Please share your final reflections on the overall practicum experience and any additional comments in the below space.	Please include any comments in the designated area provided.

Save Draft | AFI Submit End of Practicum Eval

Student: Graduation Outcomes

- The CSWE requires that The University of Montana School of Social Work collects the following information. Your answers below will only be used for accreditation purposes.

Are you currently employed? ◯Yes ◯No *	Did your practicum placement lead to a place of employment? ◯Yes ◯No *
Do we have your consent to follow up with you regarding your employment status, graduate school admission, and licensure? ***Please note:*** We will send two follow-up surveys in 1-2 years post-graduation to track employment and licensure outcomes. ◯Yes ◯No *	Please provide a non-UM email address where you can be reached in 1-2 years.

Save Draft | Student Submit End of Practicum Eval

Save Draft | FL Submit End of Practicum Eval