Advanced Field Instruction (SW 691)
Educational Agreement & Evaluation
Interpersonal Practice and Community/Social Systems

Name of student:_____________________________________________
Method Concentration:________________________________________
Minor Concentration:_________________________________________
Practice Area Concentration:___________________________________
Agency:____________________________________________________

Description of agency services:__________________________________
________________________________________________________________
________________________________________________________________
Name of Field Instructor:__________________________________
Term/Year:_____________________________________________
(This educational agreement applies to this term only.)

Field Instructor signature:_______________________   Date:_________
Student signature:_____________________________   Date:_________
Faculty Liaison signature:_______________________   Date:_________

Signatures indicate agreement with all items listed in the Educational Agreement. Students make and retain a copy of the educational agreement for their records.

As part of this agreement, please specify the following:

Work schedule (include days & hours, coverage in student's absence, make-up arrangements for absences):
________________________________________________________________
________________________________________________________________

Supervision (include days, times, and with whom):
________________________________________________________________
________________________________________________________________

Other staff with whom the student is expected to work to complete assignments (include names and titles):
________________________________________________________________
________________________________________________________________

Space and facilities for student:
________________________________________________________________
________________________________________________________________
AGENCY SPECIFIC STUDENT LEARNING GOALS (to be completed by student in consultation with the Field Instructor). What do you want to learn this term? Identify several professional and personal goals. Some examples of learning goals are: “I want to examine my own personal biases surrounding this agency’s population” (personal goal); “I want to work on improving my skills in the interviewing process.” (professional goal). Be sure to apply a cultural competence component and include how your class work will be integrated into your learning goals.

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6._____________________________________________________________________
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Students and field instructors should be sure to select assignments in the following pages that will help meet these learning goals. It is acceptable if there is overlap between the student’s learning goals above and the School’s Field Instruction objectives on the following pages.
EVALUATION CRITERIA

**Exceeds Expectations** – excellent performance. Significantly exceeds expectations of acceptable levels of performance for advanced students in virtually all components of key responsibilities and assignments. Activities are handled in a highly competent manner, and the student exhibits high levels of relevant knowledge, skills and abilities.

**Meets Expectations** – good performance. Meets expectations of acceptable levels of performance for advanced students in virtually all components of key responsibilities and assignments. Activities are handled in a competent manner, and the student exhibits appropriate levels of relevant knowledge, skills and abilities.

**Minimally Meets Expectations** – marginal performance. Meets expectations of performance for advanced students in only some components of key responsibilities and assignments. Activities are handled with some difficulty, and the student has not demonstrated appropriate levels of relevant knowledge, skills and abilities. Corrective actions and additional training may be necessary.

**Does Not Meet Expectations** – unsatisfactory performance. Performance does not meet the minimum expectations for advanced students. Corrective actions and additional training is required.

**No opportunity to undertake this assignment** – The agency provided no opportunity this term to do this assignment.
Educational Agreement
To be completed by Field Instructor and Student

Objective 1:
Demonstrate understanding of social work roles and responsibilities in working with clients, colleagues and other professionals within community and social systems.

EDUCATIONAL AGREEMENT
Listed below are some examples of assignments, tasks, or activities that students could perform in order to meet fieldwork objectives. A combination of our examples and additional assignments is acceptable. Students must have some assignments under each objective. These assignments constitute the Educational Agreement and are the basis upon which the student is evaluated.

In the left hand column, check the assignments that the student will perform in order to meet this objective.

[ ] Attend staff and team meetings as required by the agency.........................
[ ] Acquire orientation to the department or program if new placement............
[ ] Complete orientation to various programs offered by the agency............... 
[ ] Attend multidisciplinary team meetings to enhance knowledge of the multifaceted components of service delivery........................................
[ ] Adhere to the NASW code of Ethics......................................................
[ ] Act as liaison to other agencies..........................................................
[ ] Act as advocate for children, youth and their families.........................
[ ] _________________________________________________________________
[ ] _________________________________________________________________
[ ] _________________________________________________________________
[ ] _________________________________________________________________
[ ] _________________________________________________________________

EVALUATION
Does not meet expectations
Minimally meets expectations
Meets expectations
Exceeds expectations
No opportunity to undertake this assignment
NM    MM    ME    EE    NO
Educational Agreement

To be completed by Field Instructor and Student

Objective 2:
Apply assessment procedures in relation to individuals, families and small groups in the context of community and social systems.

<table>
<thead>
<tr>
<th>EDUCAIONAL AGREEMENT</th>
<th>EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listed below are some examples of assignments, tasks, or activities that students could perform in order to meet fieldwork objectives. A combination of our examples and additional assignments is acceptable. <strong>Students must have some assignments under each objective.</strong> These assignments constitute the Educational Agreement and are the basis upon which the student is evaluated. In the left hand column, check the assignments that the student will perform in order to meet this objective.</td>
<td>Does not meet expectations</td>
</tr>
<tr>
<td>[ ] Conduct intakes/assessments………………………………………………………</td>
<td>NM</td>
</tr>
<tr>
<td>[ ] Maintain progress notes which demonstrate an understanding of legal, and ethical requirements of charting and confidentiality………………</td>
<td>NM</td>
</tr>
<tr>
<td>[ ] Become familiar with DSM-IV diagnoses……………………………………</td>
<td>NM</td>
</tr>
<tr>
<td>[ ] Acquire skills necessary to administer assessment tools utilized within the agency…………………………………………………………………</td>
<td>NM</td>
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<td>[ ] _____________________________________________________________________</td>
<td>NM</td>
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<td>[ ] _____________________________________________________________________</td>
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<td>NM</td>
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<td>[ ] _____________________________________________________________________</td>
<td>NM</td>
</tr>
</tbody>
</table>
**Educational Agreement**

To be completed by Field Instructor and Student

**Objective 3:**
Demonstrate skills in engaging client systems for service delivery and maintaining relationships with them.

**EDUCATIONAL AGREEMENT**

Listed below are some **examples** of assignments, tasks, or activities that students could perform in order to meet fieldwork objectives. A combination of our examples and additional assignments is acceptable. **Students must have some assignments under each objective,** These assignments constitute the Educational Agreement and are the basis upon which the student is evaluated.

**EVALUATION**

In the left hand column, check the assignments that the student will perform in order to meet this objective.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Does not meet expectations</th>
<th>Minimally meets expectations</th>
<th>Meets expectations</th>
<th>Exceeds expectations</th>
<th>No opportunity to undertake this assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Understand how agencies/departments work together to enhance services to the client population.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Visit agencies in the community related to the services delivered in this setting.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Follow through on commitments made in the professional setting.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Develop active listening skills.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Develop competency in verbal and written communication skills.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] ___________________________________________________________</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
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<td>[ ] ___________________________________________________________</td>
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<td>[ ] ___________________________________________________________</td>
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<td>ME</td>
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<td>NO</td>
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<tr>
<td>[ ] ___________________________________________________________</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
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<tr>
<td>[ ] ___________________________________________________________</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
</tbody>
</table>

6
Educational Agreement

To be completed by Field Instructor and Student

**Objective 4:**
Develop plans and utilize a variety of treatment modalities with individuals, families and/or groups.

### EDUCATIONAL AGREEMENT

Listed below are some **examples** of assignments, tasks, or activities that students could perform in order to meet fieldwork objectives. A combination of our examples and additional assignments is acceptable. **Students must have some assignments under each objective.** These assignments constitute the Educational Agreement and are the basis upon which the student is evaluated.

**In the left hand column, check the assignments that the student will perform in order to meet this objective.**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Does not meet expectations</th>
<th>Minimally meets expectations</th>
<th>Meets expectations</th>
<th>Exceeds expectations</th>
<th>No opportunity to undertake this assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Develop treatment plans for clients with supervisor.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Implement treatment plans with clients on an individual, group or family basis.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Gain understanding of other agencies which serve as resources to clients in this agency (i.e., community services and resources.).</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Increase understanding of how clients access services within and between the agency.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Actively engage clients/families in termination process.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Facilitate or co-facilitate didactic/therapy groups related to area of practice.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] Interact effectively with families and other groups.</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
<tr>
<td>[ ] ______________________________________________________________________</td>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
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<td>[ ] ______________________________________________________________________</td>
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<td>ME</td>
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<td>[ ] ______________________________________________________________________</td>
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<td>ME</td>
<td>EE</td>
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</tr>
</tbody>
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Educational Agreement

To be completed by Field Instructor and Student

**Objective 5:**
Evaluate intervention strategies by using critical analysis and research-based measures.

**EDUCATIONAL AGREEMENT**

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**In the left hand column, check the assignments that the student will perform in order to meet this objective.**

<table>
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<tr>
<th>Do not meet expectations</th>
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<th>Meets expectations</th>
<th>Exceeds expectations</th>
<th>No opportunity to undertake this assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM</td>
<td>MM</td>
<td>ME</td>
<td>EE</td>
<td>NO</td>
</tr>
</tbody>
</table>

[ ] Develop understanding of instruments, assessment tools, and record keeping to monitor client change…………………………………………

[ ] Seek and incorporate feedback from clients and team members………………

[ ] Participate in case presentations, evaluations and reviews………………

[ ] Evaluate service delivery utilizing outcome measurements and/or continuous quality improvement techniques………………………………..

[ ] _______________________________________________

[ ] _______________________________________________

[ ] _______________________________________________

[ ] _______________________________________________

[ ] _______________________________________________

[ ] _______________________________________________

[ ] _______________________________________________

[ ] _______________________________________________

In the left hand column, check the assignments that the student will perform in order to meet this objective.
Educational Agreement

To be completed by Field Instructor and Student

**Objective 6:**
Actively participate in all areas of supervision.

<table>
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<td>Does not meet expectations</td>
</tr>
<tr>
<td>In the left hand column, check the assignments that the student will perform in order to meet this objective.</td>
<td>NM</td>
</tr>
<tr>
<td>[ ] Regularly attend supervisory sessions to receive feedback on performance...</td>
<td>NM</td>
</tr>
<tr>
<td>[ ] Complete educational agreement and submit to Liaison by due date...........</td>
<td>NM</td>
</tr>
<tr>
<td>[ ] Field Instructor’s responsibilities for supervision:</td>
<td>NM</td>
</tr>
<tr>
<td>1.</td>
<td>2.</td>
</tr>
<tr>
<td>[ ] Student’s responsibilities for supervision:</td>
<td>NM</td>
</tr>
<tr>
<td>1.</td>
<td>2.</td>
</tr>
<tr>
<td>[ ] Identify an ethical dilemma and explore its implications for service delivery.................................................................</td>
<td>NM</td>
</tr>
<tr>
<td>[ ] Work closely with supervisor to revise, review and enhance performance...</td>
<td>NM</td>
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<tr>
<td>[ ] ___________________________________________________________</td>
<td>NM</td>
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<tr>
<td>[ ] ___________________________________________________________</td>
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</table>
Educational Agreement

To be completed by Field Instructor and Student

Objective 7:
Demonstrate knowledge and understanding of interpersonal needs and behaviors of individuals and groups as they relate to community and social systems.

<table>
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<td></td>
</tr>
<tr>
<td>In the left hand column, check the assignments that the student will perform in order to meet this objective.</td>
<td>NM</td>
</tr>
<tr>
<td>Conduct focus/support groups to identify community needs and issues</td>
<td>NM</td>
</tr>
<tr>
<td>Interview key community members and leaders</td>
<td>NM</td>
</tr>
<tr>
<td>Understand how agency interacts with other community resources</td>
<td>NM</td>
</tr>
<tr>
<td>Act as advocate for social and individual change</td>
<td>NM</td>
</tr>
<tr>
<td>Evaluate an agency/community program</td>
<td>NM</td>
</tr>
<tr>
<td>Identify social roles that are operative in the community environment</td>
<td>NM</td>
</tr>
<tr>
<td>Identify advocacy groups that promote social acceptance of oppressed populations</td>
<td>NM</td>
</tr>
<tr>
<td>Develop skills to enhance the well-being and promote social justice for target populations</td>
<td>NM</td>
</tr>
</tbody>
</table>
Narrative Evaluation

The field instructor must write a 1-2 page narrative evaluation that assesses student performance this term in all of the fieldwork objectives. This document should be stapled to this form.

The student must write a Self-Assessment of fieldwork performance this term (Guidelines on the Web). This document should be stapled to this form.
MINOR CONCENTRATION

If the student elects a minor concentration, a brief summary of how the minor requirements will be met during the field Instruction program must be indicated below.

Minor Concentration: ________________________________________________

Assignments students will perform in order to meet minor requirements:

1. ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. ________________________________________________________________
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3. ________________________________________________________________
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4. ________________________________________________________________
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5. ________________________________________________________________
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Comments:

Field Instructor signature: ________________________________ Date:______________

Student signature: ______________________________________ Date:______________
TERM EVALUATION

INSTRUCTIONS

1. Enter total number of clock hours completed
2. Field Instructor and student MUST sign and date below
3. Attach Field Instructor Narrative
4. Attach Student Self-Assessment

Total clock hours of fieldwork completed this term: ______

Field Instructor Signature: ___________________________ Date: _______________

Student Signature: ___________________________ Date: _______________

FOR OFFICE USE ONLY

OPTIONAL LIAISON COMMENTS:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Term Grade: _______
Field Liaison Name (Print): ___________________________
Field Liaison Signature: ___________________________ Date: _______________