

# **Second Year Field Education Forms**

**Learning Contract: Fall**

**End of Semester Evaluation: Fall**

**Learning Contract: Spring**

**End of Semester Evaluation: Spring**

**Kean University**  
**LEARNING CONTRACT**  
**Fall Semester**  
**Second Year Field Education (SW 6201)**

**Student Name:** \_\_\_\_\_

**Field Instructor:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Days and Hours in Placement:** \_\_\_\_\_

**Supervision Time (Day and hour):** \_\_\_\_\_

***This learning contract is for the entire academic year and should reflect the student's increasing tasks and responsibilities from September through April. An addendum may be sent at anytime throughout the year and are encouraged in January if the student takes on new and more advanced roles and assignments.***

**The Learning Contract is to be written by the field instructor after meeting with the student to discuss the Goals and Assignments. Students are not to write the Learning Contract.**

**Description of Learning Assignments:**

Student should be assigned learning opportunities which build on first year roles and skills of enabler, broker, advocate, and coordinator (please refer to IV. Sections G and H of the Field Education Manual) while providing the opportunities to develop second year roles of counselor-clinician skills. Therefore students should be given the following assignments:

1. Conducting assessments of clients using DSM IV, eco-maps, PIE (Person in Environment), and standardized instruments.

**(Please ask the student to bring in class material defining any of these if you are unfamiliar with them)**

2. Engaging of clients and developing treatment plans/goal attainment scales.

3. Working with families, groups and individuals using Object Relations, Social Learning Theory, Ego Psychology and other appropriate interventions.

4. Using research to evaluate the outcomes of practice with individuals, families, and groups.

**Goals 1-7, which are the overall learning and practice goals of Advanced Generalist Practice, have been determined for you. Please explain how you will meet those goals under "Assignments".**

**Overall Learning Goals:** Counselor/clinician skills: Engagement of Clients; Data Collection; Assessment (diagnosis); Treatment Plan; Intervention; Evaluation; Termination (Advanced Generalist Practice with an International Perspective, McMahon, Prentice Hall, 1994, p.56)

**Goal 1: Engagement of Client**  
**Assignments:**

**Goal 2: Data Collection (of problem including the value system of the client; client's background; environment)**  
**Assignments:**

**Goal 3: Assessment (Dx. according to DSM IV, ecomap, PIE, or standardized instruments)**  
**Assignments:**

**Goal 4: Treatment Plan: (Based upon the assessment) Goals and Objectives**  
**Assignments:**

**Goal 5: Intervention (Implementing the Objectives)**

**Assignments:**

**Goal 6: Evaluation (Checking to see if goals are being met via the above objectives) If not, making adjustments to Goal 5**

**Assignments:**

**Goal 7: Termination (Beginning the ending process of ongoing clients by letting clients know student will be leaving the agency at the end of April)**

**Assignments:**

**Please add any additional goals and the assignments to be used to meet those goals.**

**Student (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Field Instructor (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Faculty Liaison \_\_\_\_\_ Date \_\_\_\_\_**

**(Liaison will sign upon receipt of Learning Contract)**

**Please return to:**

Kathleen Sweeney, M.S.W., L.C.S.W.  
Director of MSW Field Education  
Kean University  
Department of Social Work  
1000 Morris Avenue  
Union, NJ 07083  
908-737-4068



2. Student has demonstrated a clear understanding by following through with the learning objectives stated in the current learning contract.

Strongly Agree  
( )

Agree  
( )

Undecided  
( )

Disagree  
( )

Strongly Disagree  
( )

**If the response is less than “Agree,” please explain why.**

3. Types of learning experiences in which the student was involved.

4. Percentage of time spent on the following types of assignment:

(%)

Individuals \_\_\_\_\_

Families \_\_\_\_\_

Groups \_\_\_\_\_

Communities \_\_\_\_\_

Organizations \_\_\_\_\_

Social Institutions \_\_\_\_\_

5. Ability of the student to integrate coursework with practicum:

A. How have the student’s skills and learning progressed from the first week?

B. Were there any problems with the student? Yes \_\_\_\_\_ No \_\_\_\_\_

C. The student was able to transfer social work theory and knowledge from work courses to the practicum setting meeting your expectations of a second-year MSW student.

Strongly Agree  
( )

Agree  
( )

Undecided  
( )

Disagree  
( )

Strongly Disagree  
( )

**If your response was other than Strongly Agree or Agree, please explain.**

6. Ways in which the student was able to use the supervisory experience.

A. Was student able to be open and honest regarding his/her reactions to:

Agency setting Yes \_\_\_\_\_ No \_\_\_\_\_

Client populations Yes \_\_\_\_\_ No \_\_\_\_\_

Field instructor Yes \_\_\_\_\_ No \_\_\_\_\_

Other \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Is he/she able to seek appropriate supervision and consultation and plan use of supervisory time:

Yes \_\_\_\_\_ No \_\_\_\_\_

**If no, explain why?**

C. Is the student open to self-awareness either through his/her own insights or via the supervisor's observations? Yes \_\_\_\_\_ No \_\_\_\_\_

**If no, please explain.**

D. Was the student open to constructive criticism? Yes \_\_\_\_\_ No \_\_\_\_\_

**If no, please explain.**

7. Methods by which the field instructor was able to evaluate the student's progress.

A. Supervisory conferences Yes \_\_\_\_\_ No \_\_\_\_\_

B. Process recordings Yes \_\_\_\_\_ No \_\_\_\_\_

C. Observations of student's interaction with others (staff; agencies) Yes \_\_\_\_\_ No \_\_\_\_\_

D. Participation in meetings Yes \_\_\_\_\_ No \_\_\_\_\_

E. Other \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Continued Development of professionalism.**

A. The student has beginning understanding of agency policy.

Strongly Agree  
( )

Agree  
( )

Undecided  
( )

Disagree  
( )

Strongly Disagree  
( )

**If your response was other than Strongly Agree or Agree, please explain.**

B. The student is able to connect the knowledge of agency policy to social welfare policy.

Strongly Agree ( )      Agree ( )      Undecided ( )      Disagree ( )      Strongly Disagree ( )

**If your response was other than Strongly Agree or Agree, please explain.**

C. The student utilizes agency policies and procedures to help clients.

Strongly Agree ( )      Agree ( )      Undecided ( )      Disagree ( )      Strongly Disagree ( )

**If your response was other than Strongly Agree or Agree, please explain.**

**9. Respect for the values and ethics of the profession:** Student follows the NASW Code of Ethics (especially in regards to :)

A. Self-determination	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
B. Confidentiality	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
C. Population at risk	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
D. Openness to differences in feelings of staff and clients from self	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
E. Demonstration of acceptance of human diversity	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
F. Demonstration of knowledge of the cultures of the clientele	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )

G. Advocacy	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
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**H. If any choices less than “Agree” were check, please explain**

I. Please comment on any value or ethic not specifically cited above.

**10. Advanced Practice Skills**

A. Discuss the performance of the student in the following roles:  
**Counselor/Clinician**

B. Discuss student’s use of advanced intervention theories (e.g. Social learning, object-relations, ego psychology)

C. Discuss student’s use of **cognitive skills** (Current knowledge and ability to learn)

D. Discuss student's use and development of **analytical skills**. (Reasoning abilities and the ability to take a complex problem and break it down into smaller parts).

E. Discuss student's use and development of **critical thinking skills**. (Is the student able to use good judgment in most situations?)

F. Discuss student's skills and ability to think about interrelationships among variables (Cause and effect e.g. poverty can lead to clinical depression)

G. Discuss student's skills and logical development of case planning and management.

H. Discuss student's use of statistical and research data.

11. **Recommendations for further learning in second year placement.**

12. **Final Recommended Rating –**

\_\_\_ **Satisfactory**

\_\_\_ **Unsatisfactory**

**IMPORTANT NOTE:** If it is anticipated that this report is going to contain an unsatisfactory recommendation with respect to the student's performance, discussions with the faculty liaison and the student should have taken place prior to the completion of the report and where possible earlier in the semester.

**Please attach a “copy” of time sheet**

We certify that the following information was reviewed jointly at a conference set aside for that purpose. yes       no

Signature - Field Instructor \_\_\_\_\_ (Date)

Signature - Student \_\_\_\_\_ (Date)

Signature - Faculty Liaison \_\_\_\_\_ (Date)  
(Liaison will sign upon receipt of Evaluation)

**Additional Comments** - Please continue on reverse side

**Kean University**  
**LEARNING CONTRACT**  
**Spring Semester**  
**Second Year Field Education (SW 6202)**

<b>Hrs from Fall Semester:</b> _____
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**Student Name:** \_\_\_\_\_

**Field Instructor:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Days and Hours in Placement:** \_\_\_\_\_

**Supervision Time (Day and hour):** \_\_\_\_\_

<p><b>Population being served by the student.</b> (adults/mental illness, adults substance abuse, adolescents anger and depression, elderly :dementia. Please be specific) _____</p> <p>_____</p> <p>_____</p>
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**Description of Learning Assignments:** Students should be assigned learning roles to develop supervisory, managerial, and administrative skills at the advanced level. For Learning Contract Guidelines, please refer to IV. G in the Field Education Manual. Definitions of the roles are on pp. 43-45 of the manual. Goals 1-4 have already been determined for you. Please specify the assignments which will help the student achieve these goals.

**Overall Learning Goals: Using Generalist Practice Skills**

**Goal 1: Using the supervisor role in working with a client, agency and/or system in the agency's external environment**

**Assignments:**

**Goal 2: Using the manager role in working with a client, agency and/or system in the agency's external environment**

**Assignments:**

**Goal 3: Using the administrator role in working with a client, agency and/or system in the agency's external environment**

**Assignments:**

**Goal 4: Identifying a gap or service need related to the client population and developing a grant proposal or policy change which would address this issue**

**Assignments:**

**Field Instructor/Student Identified Goals:** Please add any goal(s) which either instructor or student or both wish.

**Goal 5**

**Assignments:**

**Goal 6**  
**Assignments:**

**Goal 7**  
**Assignments:**

**Goal 8**  
**Assignments:**

Please return two copies to the Field Office by Jan 26, 2007. Keep a copy for student & Field Instructor

**Student's Name Print)** \_\_\_\_\_ **Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Field Instructor's Name (Print)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Field Liaison** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return to:**  
Kathleen Sweeney, M.S.W., L.C.S.W.  
Director of MSW Field Education  
Kean University  
Department of Social Work  
1000 Morris Avenue  
Union, NJ 07083  
908-737-4068

**Kean University MSW Program  
FINAL STUDENT EVALUATION  
Spring Semester  
Second Year –Field Education (6202)**

Student \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

Field Practicum site if different \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Field Instructor \_\_\_\_\_

Task Supervisor(s) \_\_\_\_\_

Field Liaison \_\_\_\_\_

**Please return this evaluation by the due date to avoid a grade of “incomplete”.**

**Please return this evaluation form to:**

**Kathleen Sweeney, M.S.W., L.C.S.W.  
Director of MSW Field Education  
Kean University  
Department of Social Work  
1000 Morris Avenue  
Union, New Jersey 07083**

1. General level of student performance in field placement during this semester is:

Very Good \_\_\_ Good \_\_\_ Satisfactory \_\_\_ Marginal \_\_\_ Not acceptable \_\_\_

Please give supporting remarks for this rating. (continue on reverse side)

2. Student has demonstrated a clear understanding by following through with the learning objectives stated in the current learning contract.

Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
( )	( )	( )	( )	( )

If the response is less than “Agree,” please explain why.

3. Types of learning experiences in which the student was involved.

4. Percentage of time spent on the following types of assignment:

Percentage (%)

Individuals \_\_\_\_\_

Families \_\_\_\_\_

Groups \_\_\_\_\_

Communities \_\_\_\_\_

Organizations \_\_\_\_\_

Social institutions \_\_\_\_\_

5. **Ability of the student to integrate coursework with practicum:**

A. How have the student's skills and learning progressed from the fall semester?

B. Were there any specific problems with the student? Yes\_\_\_\_ No\_\_\_\_  
**If yes, please explain.**

C. The student was able to transfer social work theory and knowledge from social work courses to the practicum setting at an advanced level. (Meeting your expectations of a second-year MSW student.)

Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
( )	( )	( )	( )	( )

If your response was other than Strongly Agree or Agree, please explain.

6. **Ways in which the student was able to use the supervisory experience. (Please evaluate based upon expectations that the student should have advanced since Fall Semester).**

Ways in which the student was able to use the supervisory experience.

A. Was student able to be open and honest regarding his/her reactions to:

Agency setting                      Yes\_\_\_\_      No\_\_\_\_

Client populations                      Yes\_\_\_\_      No\_\_\_\_

Field instructor Yes\_\_\_\_ No\_\_\_\_

Other \_\_\_\_\_

B. Is he/she able to seek appropriate supervision and consultation and plan use of supervisory time? Yes\_\_\_\_ No\_\_\_\_

**If no, explain why?**

C. Is the student open to self-awareness either through his/her own insights or via the supervisor's observations? Yes\_\_\_\_ No\_\_\_\_

**If no, please explain.**

D. Was the student open to constructive criticism? Yes \_\_\_\_ No\_\_\_\_

**If no, please explain.**

7. Methods by which the field instructor was able to evaluate the student's progress.

A. Supervisory conferences Yes\_\_\_\_ No\_\_\_\_

B. Process recordings Yes\_\_\_\_ No\_\_\_\_

C. Observations of student's interaction with others (staff; agencies) Yes\_\_\_\_ No\_\_\_\_

D. Participation in meetings Yes\_\_\_\_ No\_\_\_\_

E. Other\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. **Continued Development of professionalism.** (in comparison to Fall Semester)

A. The student has an advanced understanding of agency policy

Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
( )	( )	( )	( )	( )

**If your response was other than Strongly Agree or Agree, please explain.**

B. The student is able to connect the knowledge of agency policy to social welfare policy.

Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
( )	( )	( )	( )	( )

**If your response was other than Strongly Agree or Agree, please explain.**

C. The student utilizes agency policies and procedures to help clients.

Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
( )	( )	( )	( )	( )

**If your response was other than Strongly Agree or Agree, please explain.**

9. **Respect for the values and ethics of the profession:** Student follows the NASW Code of Ethics (especially in regards to :)

A. Self-determination	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
B. Confidentiality	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
C. Population at risk	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
D. Openness to differences in feelings of staff and clients from self	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
E. Demonstration of acceptance of human diversity	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
F. Demonstration of knowledge of the cultures of the clientele	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
G. Application of ethics and values in new, more complex situations	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
H. Advocacy	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )
I. Ability to develop and implement programs based upon the NASW Code of Ethics	Strongly Agree ( )	Agree ( )	Undecided ( )	Disagree ( )	Strongly Disagree ( )

J. If any choices less than “Agree” were checked, please explain.

## 10. **Advanced Practice Skills**

Discuss the performance of the student in the following roles:

A. Counselor/Clinician

B. Supervisor

C. Manager

D. Administrator

E. Discuss student's ability to understand and use advanced intervention theories (e.g. social learning, object-relations, ego psychology)

F. Discuss student's use of cognitive skills (current knowledge and ability to learn)

G. Discuss student's use and development of analytical skills (Reasoning abilities and the ability to take a complex problem and break it down into smaller parts).

H. Discuss student's use and development of critical thinking skills. (Is the student able to use good judgment in most situations?)

I. Discuss student's skills and ability to think about interrelationships among variables. (Cause and effect: loss of job might be the cause of a parent yelling at the children)

J. Discuss student's skills and logical development of case planning and management.

K. Discuss student's use of statistical and research data.

**11. Recommendations for continued professional development (life-long learning).**

**12. Final Recommended Rating -**

\_\_\_ **Satisfactory**

\_\_\_ **Unsatisfactory**

**IMPORTANT NOTE:** If it is anticipated that this report is going to contain an unsatisfactory recommendation with respect to the student's performance, discussions with the faculty liaison and the student should have taken place prior to the completion of the report and where possible earlier in the semester.

We certify that the following information was reviewed jointly at a conference set aside for that purpose.                      yes                       no

Signature - Field Instructor \_\_\_\_\_ (date)

Signature - Student \_\_\_\_\_ (date)

Signature – Liaison \_\_\_\_\_ (date)

**Additional Comments** - Please continue on reverse side