

<b>STUDENT</b>	<b>LEARNING CONTRACT COVER PAGE</b>
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**Please indicate if the BSW Field placement is through:**

Distance Delivery

- 1) Please note: It is the **student's responsibility** to complete the Learning Contact Cover Page (**this document**) for the first meeting.
- 2) Specific learning goals and objectives must be completed and brought to the first meeting. Please explicitly address the goals and objectives as referred to in the BSW Field Program Manual.
- 3) For Distance placements, the Agreement is sent to the Faculty Advisor by e-mail or fax. The Faculty Advisor is responsible for ensuring that a signed copy of the Learning Contract is in the Student's file at the School of Social Work.
- 4) Must be finalized in a teleconference attended by the Student, Agency Instructor and Faculty Advisor.
- 5) Must be signed by the end of week 4 (part-time placement) or the end of week 2 (block placement).

Name of Student: _____
Student Email Address: _____
Name of Agency Instructor: _____
Agency Instructor Email Address: _____
Anticipated Absences of Agency Instructor & Replacement: _____
Name of Faculty Advisor: _____
Dates of Practicum: _____ to _____
Time Arrangement: Days of the week: _____
Hours: _____ to _____
_____ to _____
Placement Agency: _____
Address of Agency (Street Address & Office Location): _____
_____

**1. Learning Goals and Objectives**

- For more detail, please see pages 15-17 of the BSW Field Program Manual.
- Draft goals and objectives must be specific to the placement and written in communication with the Agency Instructor.
- In preparation for the meeting it is often useful for the student to e-mail a draft of the learning goals and objectives to the Faculty Advisor and Agency Instructor.

## 2. Supervision

Who is responsible for the day to day assignment of work? \_\_\_\_\_

The Student and Agency Instructor will meet for supervision:

\_\_\_\_\_ Weekly \_\_\_\_\_ Bi-weekly on \_\_\_\_\_ at \_\_\_\_\_

The mid-term meeting will be held: Date \_\_\_\_\_ Time \_\_\_\_\_

The meeting for **final evaluation** will be held: Date \_\_\_\_\_ Time \_\_\_\_\_

## 3. Means by which the Student demonstrates practice

What agency records (log books, case notes, minutes, assessments, reports, etc) will the Student be required to keep?

List: \_\_\_\_\_

Personal journal: Yes  No

Audiotapes: Yes  How Many? \_\_\_\_\_ No

Audio-visual tapes: Yes  How Many? \_\_\_\_\_ No

Direct observation of agency workers: Yes  No

Describe: \_\_\_\_\_

Collaborative work with agency staff: Yes  No

Describe: \_\_\_\_\_

Observation of Student by Agency Field Instructor: Yes  No

Describe: \_\_\_\_\_

Readings related to Placement:

List: \_\_\_\_\_

Other: \_\_\_\_\_

## 4. Financial Arrangements

Expenses incurred while the Student is doing agency mandated work during his/her field placement will be reimbursed by the agency:

Yes  No

## 5. Other Arrangements/Comments

**Signatures**

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Student

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Agency Instructor

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Faculty Advisor

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Date

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Date

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Date