

STUDENT

LEARNING CONTRACT COVER PAGE

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

Student

Agency Instructor

Faculty Advisor

Date

Date

Date