

## Field Education Office

### Sample Learning Contract Activities

The following list includes suggestions for activities that relate to specific competencies. While some activities might reflect multiple competencies, a student cannot list the same activity under multiple competencies on the Learning Contract.

	Sample Activities	Generalist	Specialized
<b>1.</b>	<b>Demonstrate Ethical &amp; Professional Behavior</b>		
	Prepare a presentation to be used as a part of an agency social work training module.	X	X
	Review necessary and pertinent agency policies and procedures related to social work role.	X	X
	Complete agency-specific orientation activities.	X	X
	Review the agency's policy manual, mission statement, funding streams, confidentiality, and documentation requirements.	X	X
	Interview a Board member about their role and compare to the agency's documentation regarding Board responsibilities.	X	X
	Interview an administrator of the agency.	X	X
	Shadow and/or interview other disciplines at your agency (psychiatry, nutrition, case aide, transportation aide, educator, administrator, etc.).	X	X
	Spend time in different departments of the agency to gain an understanding of client service.	X	X
	Attend staff, team, or other professional meetings.	X	X
	Practice at least one self-care activity each week.	X	X
	Explore career options in social work.	X	X
	Bring an agenda to supervisory meetings.	X	X
	Write a group progress note based upon observations.	X	X
	Review [##] of case files completed by various social workers.	X	X
	Review the process by which someone becomes a client at the agency and explain the process to the field instructor.	X	X
	Read about/find ethical dilemmas in studies, or in meetings and daily activities.	X	X
	Identify and explain at least two different ethical decision models and discuss/compare/contrast the models and their application(s).		X
	Read agency policy on client confidentiality as well as maintain client confidentiality throughout field experience.		X
	Discuss each social work ethic core value and what its' application and presentation might look like within this particular agency (in which the student is placed).		X
	Gather information about how agency uses social media and social media policies.	X	X
	Develop a social media campaign/presence for agency or a specific event.	X	X
	Conduct a Personal Social Media & Technology audit.	X	X

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	Sample Activities	Generalist	Specialized
<b>2. Engage diversity and difference in practice</b>			
	Attend a diversity training.	X	
	Attend an arts/cultural/community event outside of student's own culture.	X	X
	Interview a social worker who works with a culture different from the student's culture.	X	
	Interview staff member of differing culture than student.	X	X
	Complete a reading (journal, book, news articles) relevant to client or neighborhood culture.	X	X
	Identify and discuss instances when culture and diversity influence the outcomes of practice, policy, and program implementation in context with this current placement agency.		X
	Identify and discuss at least one personal bias (student's) and value that might potentially influence the student's work with any diverse group.	X	X
	Interview a minority client about their experiences as a mental health consumer.	X	X
	Observe agency programs to recognize different populations served and to identify how this observation helps engage diversity in practice.		X
	Research ways in which different cultures may present and experience depression.	X	X
	Attend a community meeting or celebration in the agency's neighborhood.	X	X
	Identify agency practices that promote diversity.		X
	Student located in an urban agency shadow a worker in a rural agency (or vice versa).	X	X
<b>3. Advance Human Rights &amp; Social, Economic, &amp; Environmental Justice</b>			
	Select a social justice issue and research 3 articles.	X	
	Interview/Meet with [###] social workers engaged in human rights work.	X	X
	Shadow a patient rights advocate and write a reflection in their weekly journal.	X	X
	Research a current issue or legislative action that requires advocacy, and organize a letter-writing campaign among your staff, volunteers, etc.	X	
	Discuss a current event that impacts how a specific service is delivered at the agency and identify methods of advocating for the service or impacted population.	X	X
	Identify an outdated policy and advocate for change to better serve client population.	X	X
	Research social justice issues as they relate to _____ [issue] & interventions on the macro level which address these issues.		X
<b>4. Engage in Practice-informed Research &amp; Research-informed Practice</b>			
	Review research and books on a topic relevant to your work.	X	X
	Interview an agency representative to see how client outcomes are assessed and how research is utilized at the agency.	X	X
	Research self-soothing techniques to teach clients.	X	X
	Research poverty statistics, incidences of homelessness, incarceration and other items related to agency work to better understand community and to state need for services.		X
	Identify ways in which evidence-based practice is used in funding and grant writing.		X
<b>5. Engage in Policy Practice</b>			
	Identify government bodies that regulate or fund the agency.	X	X
	Help prep, or interview, staff about the process for accreditation/re-accreditation. (CARF, JCAHO, etc.)	X	X
	Complete the agency's HIPPA training.	X	X
	Review patient rights policy and write a reflection in weekly journal.	X	X
	Attend a court hearing or legal proceedings.	X	X
	Attend an Area Commission meeting or community meeting in the agency's neighborhood.	X	X
	Attend a Board meeting.	X	X
	Attend meetings of "umbrella" organization or affiliating agency, such as United Way.	X	X

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	Sample Activities	Generalist	Specialized
<b>5.</b>	<b>Engage in Policy Practice (continued)</b>		
	Attend a meeting of the WV Developmental Disabilities Council which occur on a quarterly basis. See: <a href="https://ddc.wv.gov/about/Pages/CouncilMeetings.aspx">https://ddc.wv.gov/about/Pages/CouncilMeetings.aspx</a> for more info.	X	X
	Contact the WV Center on Budget and Policy and learn about the policy priorities for the upcoming legislative session. <a href="https://wvpolicy.org/">https://wvpolicy.org/</a>	X	X
	Attend a press conference regarding legislative action on a topic affecting social workers or populations traditionally served by social workers.	X	X
	Shadow advocacy branch of agency to understand policy creation and the critical role of the nonprofit community in shaping it.	X	X
	(If agency bills insurance) Learn how the agency gets staff on insurance panels. (That is, how does credentialing happen?) Assist with process, if possible.		X
	Participate in a pre-audit process. (Ex., pre-insurance, or pre-Medicaid audit, etc.)		X
	Contact NASW-WV and learn about the policy priorities for the upcoming legislative session. <a href="https://naswww.socialworkers.org/">https://naswww.socialworkers.org/</a>	X	X
<b>6.</b>	<b>Engage with Individuals, Families, Groups, Organizations, &amp; Communities</b>		
	Observe [##] of intake interviews.	X	X
	Gather the “story” of 1-2 clients that have used and/or benefited from the agency’s services.	X	X
	Take intake calls, calls for agency information, or constituent calls.	X	X
	Learn techniques to engage resistant clients.	X	X
	If student is at an “umbrella agency” or advocacy organization: Visit direct service “member” agencies or affiliates to see its operation; meet with a client via that partner agency.	X	X
	If student is at a State agency (ex. WV DHHR): Visit a local agency; meet and interview direct service workers; shadow client interactions; and/or participate in assessments.	X	X
	Call parents to communicate student behaviors, performance (positive and negative), and other program information.	X	X
	Engage tenants through work on the tenant outreach hotline to gather information to improve services.	X	X
<b>7.</b>	<b>Assess with Individuals, Families, Groups, Organizations, &amp; Communities</b>		
	Attend at least one board meeting, training or data warehouse meeting to learn about board governance.	X	X
	Assess [##] clients using the 40 Developmental Assets.	X	X
	Read DSM-V on most frequently dealt with diagnoses.	X	X
	Sit with agency's RN or psychiatrist to observe a different perspective/evaluation of a client.	X	X
	Observe a psychological evaluation given by a psychiatrist within the agency.		X
	Discuss with supervisor typical family structures and stressors that clients have and how those structures and stressors could affect clients.	X	X
	Apply for benefits through the WV DHHR in order to understand process that clients go through.	X	X
	Shadow a worker at another agency that offers a similar service. Identify differences in worker approach and agency culture.	X	X
	Identify the major social service agencies and services in the target environment and compare to services offered by internship agency.	X	X
	Identify ways in which theories of organizational culture and the role of culture in shaping organizational performance are applied in macro-level practice.		X

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<b>8.</b>	<b>Intervene with Individuals, Families, Groups, Organizations, &amp; Communities</b>		
	Observe the field instructor or other staff members engaged in interaction with clients.	X	
	Shadow and observe a social worker doing a home visit.	X	X
	Conduct at least 3 interactions with clients, groups, or committees in the presence of field instructor.	X	
	Provide case management to a minimum of 3 clients.	X	
	Observe [##] of _____ [type of] groups.	X	
	Develop a new psychoeducational group and run the group at the agency.		X
	Demonstrate effective termination skills prior to last day of field placement.	X	X
	Complete two client discharge summaries by end of placement.	X	X
	Interview and shadow at least two social workers who perform _____ [type of service].	X	X
	Identify agencies that provide services for which agency clients are most commonly linked.	X	X
	Visit other agencies or relevant settings; understand referral processes for linking clients to these agencies..	X	X
	Teach a class or workshop for clients. (Example: ESL, citizenship, personal finance/budgeting, resume preparation, interviewing skills)	X	X
	Start a program for agency's clients that the student has interest in. (Ex. A student initiated a Girls on the Run program at her field placement agency.)	X	X
	Work on writing a grant application with partner agencies. (Ex. CMAA, CDC grant)	X	X
	Create a flyer to market your agency and the internship to future students.	X	X
	Update the agency's website.	X	X
<b>9.</b>	<b>Evaluate with Individuals, Families, Groups, Organizations, &amp; Communities</b>		
	Participate in the preparation of audits.	X	X
	Participate in a peer review.	X	X
	Actively participate in case reviews/team meetings.	X	X
	Observe at a different agency that uses similar interventions.	X	X
	Accompany agency professionals to various sites in order to view specific evaluations.		X
	Develop a survey/evaluation to use with a client group and administer with several clients.		X
	Create a method to evaluate the staff's perception of the usefulness of the [xxx] activity.		X
	Engage agency professionals in order to gain guidance and increase understanding of methods and measures used to determine the value of program/intervention.		X
	Document and evaluate patient progress on a discharge summary prepared for patients.		X
	Student will document patient progress on individual and group notes using an electronic medical record.		X
	Outline personal thoughts/ideas concerning improvement of service delivery of various programs pertaining to _____ [a type of service such as offender re-entry].		X
	Identify & explain the appropriate method(s) for evaluation to be used in assigned field placement projects and tasks.		X