

**Educational Contract
Administration Advanced Year
Competencies and Advanced Practice Behaviors**

Date: _____

Student's Name: _____ Faculty Advisor: _____

Focused Area of Study :(if applicable) _____

Field Instructor: _____

Agency: _____

Department: _____

Address: _____

Field Instructor telephone #: _____

Field Instructor email: _____

Field Placement Hours Options (hours per week) ___ 15 or ___ 20

List field schedule per day (e.g., M/9-5, W/9-1, F/9-5)

_____ Sun _____ M _____ T _____ W _____ Th _____ F _____ Sat

Twenty hour per week students should be allowed two hours per week of field time to complete required written material (e.g. process-recordings, meeting minutes, etc.). Fifteen hour per week students should be allowed one and one half hours per week for the same.

At the end of each semester first year field students will be evaluated on each practice behavior according to the scale below. The evaluation form will be forwarded to you several weeks before it is due.

Rating Scale

Student's skill level in these areas are:					
(5) Outstanding performs well above the standard	(4) Good meets performance standards	(3) Needs Improvement performs somewhat below the standard but shows potential for improvement	(2) Unsatisfactory performs far below the standard with minimal evidence of potential to improve	(1) Failing does not show potential for performing satisfactorily	n/a

Please identify student assignments and activities that will help the student gain advanced administration skills incorporating the ten competencies operationalized through the practice behaviors identified throughout this form. See the Administration section of the Field Education Manual for additional suggested administration assignments.

Administration Assignments (types of experiences): _____

Competencies and Practice Behaviors

Competency 1: Identify as a professional social worker and conduct oneself accordingly.

Practice Behaviors

- 1.1 Work collaboratively with other organizations and groups
- 1.2 Recognize the importance of professional conduct and of personal/professional development.

Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 1

- Identify during supervision organizations and /or groups to collaborate with
- Identify differential ways of collaborating: identify barriers, constituents and stakeholders
- Identify during supervision the importance of professional conduct (through use of self?)

Planned Assignments/Activities: _____

Competency 2: Apply social work ethical principles to guide professional practice.

Practice Behaviors

- 2.1 Advance effective and efficient social service delivery and access to resources in organizations
- 2.2 Apply ethical reasoning in promoting human rights and social justice in assessment, intervention and evaluation of organizational practice.

Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 2

- Identify ways to effectively advance efficient service delivery
- Discuss during supervision ethical reasoning and how it can be applied to human rights and social justice
- Discuss and identify how to use ethics to the evaluation of organizational practice

Planned Assignments/Activities: _____

Competency 3: Apply critical thinking to inform and communicate professional judgments.

Practice Behaviors

- 3.1 Identify and differentiate fiduciary duties and responsibilities in non-profit agencies of boards, executive officers, directors, managers and supervisors
- 3.2 Identify and describe the major traditional and emerging theories of leadership and apply these theories to actual administrative functions and experiences.

Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 3

- Identify during supervision fiduciary responsibilities in the non-profit agencies
- Differentiate in supervision fiduciary duties of the boards, executive officers, upper and middle management
- Apply leadership theories to administrative functions and experiences

Planned Assignments/Activities: _____

Competency 4: Engage diversity and difference in practice.

Practice Behaviors

- 4.1 Use selected tools/instruments to assess diversity in the organization's internal environment to determine needed changes in the agency such as in staff, staff development, space layout, building maintenance, and work mechanisms and technologies
- 4.2 Utilize strengths of differing life experiences to build inclusive multicultural organizations.

Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 4

- Use selected tools to assess the organization’s internal environment
- Determine needed changes (staff, staff development, space layout, etc.) in the agency
- Identify during supervision the strengths of utilizing life experiences to build inclusive multicultural organization

Planned Assignments/Activities: _____

<p>Competency 5: Advance human rights and social and economic justice.</p> <p style="text-align: center;">Practice Behaviors</p> <p>5.1 Apply elements of modern image management including media relations and public information and develop a public relations plan to promote human rights and social and economic justice</p> <p>5.2 Review agency client and personnel policies and procedures to ensure respect for human rights and to eliminate social and economic injustice within organizations.</p>
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Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 5

- Develop a public relations plan
- Identify elements of image management
- Develop a plan to eliminate social and economic injustice within the organization

Planned Assignments/Activities: _____

<p>Competency 6: Engage in research-informed practice and practice-informed research.</p> <p style="text-align: center;">Practice Behaviors</p> <p>6.1 Use best practice research to assess board involvement/volunteer involvement through the use of selected tools/instruments and apply strategies for strengthening their contributions to the agency</p> <p>6.2 Integrate members of organizations in process and/or outcome evaluations.</p>

Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 6

- Use best practices identified in supervision to assess board and volunteer involvement
- Identify tools/instruments to apply strategies for strengthening their contributions to the agency
- Identify ways to integrate organizational members in process and/or outcome evaluations

Planned Assignments/Activities: _____

<p>Competency 7: Apply knowledge of human behavior and the social environment.</p> <p style="text-align: center;">Practice Behaviors</p> <p>7.1 Select and apply organizational development strategies for improving an organization’s internal</p>

environment
7.2 Recommend and evaluate interventions that enhance the connectivity of persons working and being served by the organization.

Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 7

- Select organizational development strategies for improving internal environment within the organization
- Apply the organizational development strategies to the organization
- Recommend interventions that enhance connectivity of the organization staff and clients
- Evaluate interventions selected to enhance the connectivity of staff and clients

Planned Assignments/Activities: _____

Competency 8: Engage in policy practice to advance social and economic well-being and deliver effective social work services.

Practice Behaviors

8.1 Demonstrate knowledge of public policies governing social work agencies including the financial and legal responsibilities and liabilities of an International Revenue Service designated Not-for-Profit [501 (c) 3] organization

8.2 Identify sources of organizational power and their applications in personnel situations

Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 8

- Identify and understand the financial responsibilities of an Internal Revenue Service designated 501 (c) 3
- Identify and understand the legal responsibilities of an Internal Revenue Service designated 501 (c) 3
- Identify in supervision sources of organizational power and their application

Planned Assignments/Activities: _____

Competency 9: Respond to contexts that shape practice.

Practice Behaviors

9.1 Continuously discovers, appraises, and attends to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services

9.2 Provides leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services

9.3 Approach and adhere to the Generally Accepted Accounting Principles(GAAP) terminology, and methodology in financial management for assessing, reporting, and evaluating the financial practices of 501(c)3 organizations

Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 9

- Identify and appraise emerging societal trends to provide relevant services
- Identify scientific and technological developments to provide relevant services
- Identify during supervision, leadership in promotion of sustainable changes in service delivery
- Identify practices to improve the quality of service delivery

Planned Assignments/Activities: _____

Competency 10: Engage, assess, intervene and evaluate with individuals, families, groups organizations, and communities.

Practice Behaviors

10(a) Engagement

- 10(a)1.1 Demonstrate insight into own leadership style and practice implications
- 10(a)2.1 Identify key agency stakeholders and methods for involving them

10(b) Assessment

- 10(b)1.1 Design and conduct a needs assessment
- 10(b)2.1 Assess the organization's internal environment to determine needed changes

10(c) Intervention

- 10(c)1.1 Design and implement a program to meet identified needs
- 10(c)2.1 Demonstrate principles of human resource management (including hiring, employee evaluation, employee discipline)

10(d) Evaluation

- 10(d)1.1 Evaluate a not-for-profit organization by preparing and reviewing financial documents and auditing procedures
- 10(d)2.1 Design a program evaluation to assess effort and effectiveness

Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 10

- Identify student's own leadership style and practice implications
- Identify elements of a needs assessment
- Identify organizations internal environment to determine needed change
- Discuss and identify a program design to meet identified needs, discuss ethics of design, inclusivity of design and implementation steps
- Develop or Review a Personnel Manual to include human resource management principles as they apply to hiring practices, performance evaluations and disciplinary steps when needed
- Discuss and identify elements of a not-for-profit organizations evaluation including financial reviews and audits

Planned Assignments/Activities: _____

_____ Student shared and discussed syllabi and course assignments related to their field placement with field instructor.

Please attach additional sheets as needed.

Signatures:

_____ **Field instructor**

_____ **Date**

_____ **Student**

_____ **Date**

_____ **Faculty Advisor**

_____ **Date**