

**Educational Contract**  
**Foundation Year (all Concentrations)**  
**Competencies and Practice Behaviors**

Student's Name: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

Focused Area of Study: (if applicable) \_\_\_\_\_ Concentration: \_\_\_\_\_

Field Instructor: \_\_\_\_\_ Task Supervisor: \_\_\_\_\_

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

Department: \_\_\_\_\_

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

Field Instructor telephone #: \_\_\_\_\_

Field Instructor email: \_\_\_\_\_

Field Placement Hours (hours per week) \_\_\_ 15 or \_\_\_ 20

List field schedule per day (e.g., M/9-5, W/9-1, F/9-5) **Reminder: at least 8 hrs must be M-Fri 9am-5pm**

\_\_\_\_\_Sun \_\_\_\_\_M \_\_\_\_\_T \_\_\_\_\_W \_\_\_\_\_Th \_\_\_\_\_F \_\_\_\_\_Sat

The foundation year experience is expected to provide opportunities to gain skills for work with individuals, families, groups, organizations and communities. Therefore, **all students are required to have field assignments in their concentration and have additional field assignments in another concentration, such that they are exposed to both micro and macro practice.** A micro skills laboratory is offered in the fall to some macro students who are placed in an agency that cannot provide micro experiences. In the first semester, they are concurrently enrolled in two foundation practice courses - Macro Foundation Practice and Micro Foundation Practice.

In the second semester students take their first concentration course, with accompanying increased emphasis on concentration-specific assignments in the field. All foundation year field students, regardless of their concentration, are required to write at least two process recordings in the first semester of their foundation field experience in order to support education for the micro practice component of their field experience. Some concentrations require more process recordings. For example, IGFP students are required to write 24 process recordings during the academic year.

The curriculum for all concentrations includes 10 competencies, each to be operationalized through specific practice behaviors. The educational contract should identify student assignments and activities that will help the student gain the competencies and practice behaviors identified below. **Sample assignments and activities for students are offered as suggestions that could foster the development of these practice behaviors. They are not required.**

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:					
<b>(5)</b> <b>Outstanding</b> performs well above the standard	<b>(4)</b> <b>Good</b> meets performance standards	<b>(3)</b> <b>Needs Improvement</b> performs somewhat below the standard but shows potential for improvement	<b>(2)</b> <b>Unsatisfactory</b> performs far below the standard with minimal evidence of potential to improve	<b>(1)</b> <b>Failing</b> does not show potential for performing satisfactorily	<b>n/a</b>

**Identify student's concentration-related assignments as indicated below. (See Field Manual for sample assignments organized by Macro/Micro Practice and specific concentrations)**

**Assignments in Student's Concentration:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Assignments in Additional Macro/Micro Methods:**

**Macro Assignment(s) (for IGFP students):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Micro Assignment(s) (for Community Organization or Policy Practice students):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: It is important for student interns to be given micro assignments to work with clients in the first 2 to 3 weeks of internship so that they will be able to complete their course assignment for the micro foundation class. For macro students, this may be fulfilled in the 5 hours per week micro work they are expected to do in the fall semester or in the micro skills lab.**

**Competencies, Practice Behaviors and Suggested Activities/Assignments**

<p><b>Competency 1: Intern identifies as a professional social worker and conducts him/herself accordingly.</b></p> <p align="center"><b>Practice Behaviors:</b></p> <p>1.1 Advocates for client access to the services of social work</p> <p>1.2 Practices personal reflection and self-correction to assure continual professional development</p> <p>1.3 Attends to professional roles and boundaries</p> <p>1.4 Demonstrates professional demeanor in:</p> <p style="padding-left: 40px;">Behavior</p> <p style="padding-left: 40px;">Appearance</p> <p style="padding-left: 40px;">Communication</p>
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- |   |
|---|
| <p>1.5 Shows evidence of interest and ability to engage in career-long learning, (e.g., takes initiative for learning beyond minimum requirements)</p> <p>1.6 Uses supervision and consultation (e.g., seeks information from others in addition to field instructor)</p> |
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**Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 1**

- Help a client gain access to appropriate services
- Serve on an agency and/or community committee related to improvement of access to social services
- Reflect in written material and supervisory conferences on differences between personal and professional reactions and behaviors in exchanges with clients and colleagues
- Complete professional writing assignments such as grant applications, assessments, letters, memos, process recordings, reports, etc.
- Gain competency in using agency computer systems for managing information, searching for resources, research and communication
- Maintain documentation of practice in accordance with agency expectations.
- Participate in social work professional organizations, such as NASW
- Establish career development goals and plans.
- Take initiative for developing an agenda for supervisory meetings

**Planned Assignments/Activities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>Competency 2: Intern applies social work ethical principles to guide his/her professional practice.</b></p>
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**Practice Behaviors:**

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| <p>2.1 Recognizes and manages personal values in a way that allows professional values to guide practice</p> <p>2.2 Makes ethical decisions by applying standards of the NASW Code of Ethics and, as applicable, of the International Federation of Social Workers/ International Association of Schools of Social Work Ethics in Social Work Statement of Principles</p> <p>2.3 Tolerates ambiguity in resolving ethical conflicts</p> <p>2.4 Applies strategies of ethical reasoning to arrive at principled decisions</p> |
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**Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 2**

- Use supervision, process recordings, meeting analysis and/or other instruments to identify the values that inform assessment, interventions, and the problem-solving process
- Critically examine the NASW Code of Ethics and identify the implication of any aspects that could create challenges in practice
- Review the Code of Ethics of other social work organizations
- Develop and conduct a personal values inventory
- Consider the challenges in working with clients/or agency staff who engage in unethical behaviors
- Identify agency policies that create ethical dilemmas and propose potential problem solving processes
- Use process recordings to reflect on personal communication style, values and biases
- Use supervision and process recordings to identify and explore issues of professional ethics
- Create a hierarchy of values in situations that pose ethical dilemmas.

**Planned Assignments/Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competency 3: Intern applies critical thinking to inform and communicate professional judgments.**

**Practice Behaviors:**

- 3.1 Distinguishes, appraises, and integrates multiple sources of knowledge, including research based knowledge and practice wisdom
- 3.2 Analyzes models of assessment, prevention, intervention and evaluation
- 3.3 Demonstrates effective communication in working with individuals, families, groups, organizations, and communities:
  - Oral
  - Written

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

- Critically evaluate relevant practice literature
- Present an organizing and strategy plan around a community or policy issue
- Assess a best practice guideline for goodness of fit with a specific practice situation
- Review and critique agency intake and assessment tools
- Review and assess agency on multicultural and diversity issues
- Present a client assessment and intervention plan to instructor during individual or group supervisory sessions
- Identify the values and assumptions that influence judgments and decision making in professional situations
- Identify alternative solutions to problems and the consequences of each option.

**Planned Assignments/Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competency 4: Intern engages diversity and difference in practice.**

**Practice Behaviors:**

- 4.1 Recognizes the extent to which a culture's structures and values may opposes, marginalize, alienate, or create or enhance privilege and power
- 4.2 Gained sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups
- 4.3 Recognizes and communicates their understanding of the importance of difference in shaping life experiences
- 4.4 Views themselves as learners and engage those with whom they work as informants

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

- Use supervision to identify and explore issues in cultural competence
- Conduct a cultural competence assessment of the placement agency with reference to *NASW Standards and Indicators for Cultural Competence*
- Use supervision to discuss the effects of oppression on specific client groups
- Work with populations of diverse racial, ethnic, and social class background
- Identify instances in which his/her own cultural background results in personal biases and values.

**Planned Assignments/Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competency 5: Intern advances human rights and social and economic justice.**

**Practice Behaviors:**

5.1 Understands, (i.e., “can identify and articulate”) the forms and mechanisms of oppression and discrimination

5.2 Advocates for human rights and social and economic justice; and engage in practices that advance social and economic justice

5.3 Engages in practices that advance social and economic justice

**Sample Activities/Assignments to Develop and Demonstrate Practice Behaviors for Competency 5**

- Advocate for a client
- Apply concept of human rights and social and economic justice during supervision and in written materials
- Research institutional challenges and constraints faced by client populations
- Consider the impact of restrictions on human rights and opportunities
- Serve on a committee that advances human rights and social and economic justice
- Testify at or attend a legislative public hearing related to human rights and economic justice
- Help a group engage in advocacy for themselves or for their community

**Planned Assignments/Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competency 6: Intern engages in research-informed practice and practice-informed research.**

**Practice Behaviors:**

6.1 Uses practice experiences to inform scientific inquiry

6.2 Uses research evidence to inform practice

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

- Locate articles on a client or agency issue, and apply them to practice issues discussed in supervision
- Develop an intervention plan using an evidence-based process
- Develop a design to measure practice outcomes
- Participate in agency research projects
- Develop research questions that address practice problems.

**Planned Assignments/Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competency 7: Intern applies knowledge of human behavior and the social environment.**

**Practice Behaviors:**

7.1 Utilizes conceptual frameworks to guide the processes of assessment, intervention, and evaluation

7.2 Critiques and applies knowledge to understand person and environment

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

- Visit places that will increase understanding of the clients' environmental context
- Use eco maps and similar tools to facilitate assessment and intervention goals
- Read additional materials provided by the agency to supplement classroom knowledge
- Identify the theories and knowledge that informs interventions.

**Planned Assignments/Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competency 8: Intern engages in policy practice to advance social and economic well being and to deliver effective social work services.**

**Practice Behaviors:**

- 8.1 Analyzes, formulates, and advocates for policies that advance social well-being;
- 8.2 Collaborates with colleagues and clients for effective policy action

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

- Use supervision to identify and assess policy issues affecting clients
- Report on a policy issue to agency staff
- Assess the differential impact of policies on diverse populations
- Propose a policy initiative
- Plan for and participate in the implementation of a policy initiative

**Planned Assignments/Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competency 9: Intern responds 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

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

Participate in an advocacy group

- Engage in voter registration
- Assist in addressing political issues or a policy change
- Write letters on an issue of concern to client population
- Organize client participation in policies that affect them
- Research NASW legislative policy priorities

**Planned Assignments/Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competency 10: Intern engages, assesses, intervenes and evaluates with individuals, families, groups, organizations, and communities.**

**Practice Behaviors:**

**10(a) Engagement**

- 10(a).1 Substantively & affectively prepares for action with:
  - Individuals
  - Families
  - Groups
  - Organizations
  - Communities
- 10(a).2 Uses empathy and other interpersonal skills
- 10(a).3 Develops mutually agreed-upon focus of work & desired outcomes

**10(b) Assessment**

- 10(b).1 Collects, organizes, and interprets client data
- 10(b).2 Assesses client strengths and limitations
- 10(b).3 Develops mutually agreed-upon intervention goals & objectives
- 10(b).4 Selects appropriate intervention strategies

**10 (c) Intervention**

- 10 (c).1 Initiates actions to achieve organizational goals
- 10 (c).2 Implements prevention interventions that enhance client capacities
- 10 (c).3 Helps clients resolve problems
- 10 (c).4 Negotiates, mediates, and advocates for clients
- 10 (c).5 Facilitates transitions and endings

**10 (d) Evaluation**

- 10 (d).1 Critically analyzes, monitors, and evaluates interventions

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

- Be assigned to work with an individual, group, family, organization, community
- Articulate the working agreement and identify contributions of worker and of clients or client systems
- Identify plans and rationale for interventions
- Prepare a supervision agenda each week to review each assignment
- Compile a list of information or resources needed to achieve client goals
- Prepare assessment of case assignments to discuss in supervision
- Prepare ecomaps, genograms and other assessment tools
- Develop and implement a practice evaluation that measures goal achievement and or clinical significance
- Submit process recordings that include self-reflection on practice.

**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**