

SAMPLE IP CONTRACT
WESTERN MICHIGAN UNIVERISTY SCHOOL OF SOCIAL WORK
MSW Interpersonal Practice (IP) – ADVANCED STANDING FORMAT
Concentration Year Field Learning Contract and Field Evaluation

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Primary Field Instructor: Angelica Domain **Agency:** Flout County CMH

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Faculty Liaison: Lou Ignace **Phone** 269-555-1414 **E-mail:** lou.ignace@wmich.edu

INSTRUCTIONS:

1. The student completes the top of this document.
2. The student and the field instructor then agree on one or more agency or placement specific activities or products the student will complete that will demonstrate their competency for each practice behavior and enter these into the space provided.
3. The student and the field instructor then print this document and sign and date in the space designated as “Learning Contract” on the final page of this document.
4. The student submits this to the Faculty Liaison for review, approval and signature/date if no changes are needed.
5. **All parties should keep a copy of this document each time it is changed and/or signed and dated.**
6. At the end of each semester, field instructors will evaluate the student's level of competency demonstrated. Field instructors will enter their evaluation ratings for the student in the appropriate column on the far right using the numerical rating scale provided at the bottom of each page.
7. The student and the field instructor then print this document and sign and date in the space designated as “__ Semester Evaluation” on the final page of this document.
8. The student submits this to the faculty liaison for review, signature and date.
9. **All parties should keep a copy of this document each time it is changed and/or signed and dated.**

This document is intended to be added to as needed when approved by the Faculty Liaison.

Competency #1: Identify as a professional social worker and conduct ones self accordingly. Social workers serve as representatives of the profession, its mission, and its core values. They know the profession's history. Social workers commit themselves to the profession's enhancement and to their own professional conduct and growth.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Practice personal reflection and self-correction.	I will keep a journal reflecting each week on my activities and reactions and evaluate the need for correction.					
B. Demonstrate professional demeanor in behavior, appearance, and communication.	I will seek feedback each week from my supervisor regarding my professional demeanor and use this to improve as indicated. I will use recording (video, audio, and/or process) during one session per week and review this with my supervisor.					
C. Use supervision and consultation to guide practice.	I will complete Safety checklist with field instructor and submit to faculty liaison by due date. I will prepare an agenda for supervision. I will take initiative in scheduling weekly supervision. I will bring my learning contract for review once a month during supervision. I will integrate feedback from supervision into my practice and review how this is going with my supervisor.					

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

Field Instructor's Comments for Third Semester:

Competency #2: Apply social work ethical principles to guide professional practice. Social workers have an obligation to conduct themselves ethically and engage in ethical decision-making. They are knowledgeable about the value base of the profession, its ethical standards, and relevant law.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Recognize and manage personal values in a way that allows professional values to guide practice.	I will discuss my personal values when they conflict with the values of the profession during weekly supervision.					
B. Make ethical decisions by applying NASW or International ASW Code of Ethics using ethical reasoning to arrive at principled decisions.	I will present case specific scenarios to my supervisor that require ethical reasoning and discuss decisions that adhere or do not adhere to the NASW Code of Ethics.					
C. Tolerate ambiguity in resolving ethical conflicts.	I will journal when I experience an ethical conflict that is not “clear cut.” I will seek feedback from my supervisor on how to increase my ability to tolerate ethically ambiguous decisions and policies.					

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

Field Instructor's Comments for Third Semester:

Competency #3: Apply critical thinking to inform and communicate professional judgments. Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge and practice wisdom.	During weekly supervision, I will discuss one new interpersonal skill from class materials that I integrated into field. Each month I will bring an evidence based practice to supervision to consider applying with a client on my case load.					
B. Analyze models of assessment, prevention, intervention, and evaluation.	I will conduct a comprehensive assessment (using multiple methods of assessment and multiple informants on a number of days) for a minimum of four clients that I will carry on a case load. I will review Model and Effective prevention and intervention programs on US government websites such as: Dept. of Ed., SAMHSA, DOJ, and OJJDP. I will integrate evaluation strategies from my course materials into my work with each client on my caseload.					
C. Demonstrate effective oral and written communication in working with individuals, families, groups, organization, communities, and colleagues.	I will analyze and synthesize the findings of the assessment in written form. I will complete a proposal for a group that fills a need in the agency or community. I will adhere to agency requirements for written documentation for each client on my caseload. I will orally present cases at staff meetings.					

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

Field Instructor's Comments for Third Semester:

Competency #4: Engage diversity and difference in practice. Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.	Each month I will have a conversation with someone who is different from me based on age, SES, color, culture, disability, ethnicity, gender, religion and/or sexual orientations and I will journal about these experiences.					
B. Communicate understanding of the importance of difference in shaping life experiences.	I will discuss client practitioner similarities and differences with each client from a strengths based perspective and review in weekly supervision.					

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

Field Instructor's Comments for Third Semester:

Competency #5: Advance human rights and social and economic justice. Each person has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. They incorporate social justice practices in organizations, institution, and society to ensure that these basic human rights are distributed equitably and without prejudice.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Understand forms and mechanisms of oppression and discrimination.	I will identify the barriers each client faces through the lens of oppression and discrimination.					
B. Advocate for human rights and social and economic justice.	I will advocate for clients to access needed services.					
C. Engage in practices that advance social and economic justice.	I will participate in activities within the agency and the community that promote social and economic justice, i.e. participate in a march for clean water, participate in a demonstration supporting universal health care...					

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

Field Instructor's Comments for Third Semester:

Competency #6: Engage in research-informed practice and practice-informed research. Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. They comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Use practice experience to inform scientific inquiry.	I will interview seasoned clinicians about how to best work with individuals, groups, families, organizations and communities and review findings in supervision.					
B. Use research evidence to inform practice.	I will conduct a literature review for effective practices with the diverse populations on my caseload.					

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

Field Instructor's Comments for Third Semester:

Competency #7: Apply knowledge of human behavior and the social environment. Social workers are knowledgeable about human behavior across the life course: the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation.	I will work with my clients to assess, analyze and formulate a treatment plans from the ecological framework. I will work with my clients to evaluate the effectiveness of treatment plan outcomes and make recommendations for revisions.					
B. Critique and apply knowledge to understand person and environment.	I will discuss behaviors of clients and the ways the agency, system, community and society promotes or deters them from achieving health and well-being.					

Field Instructor's Comments for First Semester:

1=Unacceptable Performance 2=Insufficient Progress 3=Emerging Competence 4=Competent 5=Advanced Competence N/A=Not applicable (please explain)

Field Instructor's Comments for Second Semester:

Field Instructor's Comments for Third Semester:

Competency #8: Engage in policy practice to advance social and economic well-being and to deliver effective social work services. Social workers understand that policy affects service delivery and they actively engage in policy practice. They know the history and current structures of social policies and services; the role of policy in service delivery; and the role of practice in policy development.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Analyze, formulate, and advocate for policies that advance well-being.	I will write to a legislator, letter to the editor, implement a petition, and/or plan a demonstration with clients and colleagues to address a policy that is socially unjust.					
B. Collaborate with colleagues and clients for effective policy action.	I will assist in implementing the policy to increase agency consumers as registered to vote.					

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

Field Instructor's Comments for Third Semester:

Competency #9: Respond to contexts that shape practice. Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. They recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Continuously appraise and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services.	Using a survey I will assess consumers satisfaction with the use of technology involved in accessing and the quality of services from the agency.					
B. Provide leadership in promoting sustainable changes in service to improve the quality of services.	I will synthesize the findings in a report and recruit consumers/clients to present recommendations to the Executive Director and Board of Directors.					

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

Field Instructor's Comments for Third Semester:

Competency #10: Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities. Social workers recognize individuals, families, groups, organizations, and/or communities as clients. Social workers possess the knowledge and skills to practice with clients while recognizing the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at all levels including: identifying, analyzing, and implementing evidence-based interventions designed to achieve client goal; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.						
Practice Behaviors	Activities or products: How will you demonstrate that you are competent in each practice behavior?	Date Added	Date Completed	Semester Evaluation		
				1st	2nd	3rd
A. Effectively prepare for interaction with clients.	I will prepare for interactions with clients after gathering appropriate background information to understand the historical context and to better engage with them.					
B. Use interpersonal skills to engage clients.	I will use interpersonal skills from my courses when engaging with clients such as: reflective listening, empathy, open ended questions, content clarification, seeking feedback, and appropriate confrontation and problem solving.					
C. Develop a mutually agreed upon focus of work, goals, objectives and desired outcomes.	I will work w/ clients to identify common ground for the focus of our work together. I will write goals, objectives and desired outcomes in the client's own words.					
D. Assess client strengths and limitations.	I will work with clients to assess their strengths and limitations.					
E. Use appropriate interventions.	I will build on identified client strengths using evidence based interventions to develop treatment plans.					
F. Collect, organize, critically analyze and interpret client data to monitor and evaluate interventions.	I will use sound evaluation techniques to collect, organize and interpret data from clients, staff, and collateral contact to evaluate the effectiveness of interventions. I will use the results to continuously improve my effectiveness as a practitioner.					
G. Implement prevention interventions that enhance client capacities.	I will implement asset building interventions for individuals, groups, families, organizations, and/or communities that are evidence based.					
H. Help clients to achieve goals and/or resolve problems through negotiation, mediation, advocacy and the facilitation of transitions and endings.	I will assist clients using interpersonal skills to progress and to transition to the next stage of their journey.					

Field Instructor's Comments for First Semester:

Field Instructor's Comments for Second Semester:

1=Unacceptable Performance 2=Insufficient Progress 3=Emerging Competence 4=Competent 5=Advanced Competence N/A=Not applicable (please explain)

Field Instructor's Comments for Third Semester:

Additional Comments:

Role	Learning Contract Signature & Date	1st Semester Evaluation Signature & Date	2nd Semester Evaluation Signature & Date	3rd Semester Evaluation Signature & Date
Student				
Primary Field Instructor				
Secondary Field Instructor				
Faculty Liaison				