Appendices
Appendix 1 Timeline for Completion of Placement Steps ........................................... 47
Appendix 2 Application Packet Checklist ...................................................................... 48
Appendix 3 Professional Commitment ............................................................................ 49
Appendix 4 Letter of Good Standing & Consent Form .................................................... 50
Appendix 5 Intent to Register for Practicum .................................................................... 51
Appendix 6 Agency Exploration Form .............................................................................. 52
Appendix 7 Potential Interview Questions ....................................................................... 54
Appendix 8 Student Questions for Agency ...................................................................... 55
Appendix 9 Memorandum of Agreement ........................................................................ 56
Appendix 10 Learning Contract ...................................................................................... 66
Appendix 11 Addendum to Learning Contract: Field Placement at Place of Employment 69
Appendix 12 Off-site Field Instructor Agreement ........................................................... 70
Appendix 13 SOWK 615/625 Evaluation Matrix ............................................................. 71
Appendix 14 SOWK 665/675 Evaluation Matrix ............................................................. 85
Appendix 15 MSW Student Evaluation of the Agency .................................................... 99
Complete the application packet (Checklist in Appendix 2) and meet with the assigned field liaison before mid-term of the semester before practicum to ensure a practicum placement.

Have the placement site approved by the field liaison prior to the last day of the semester before practicum is scheduled to begin.

Proof of liability insurance and NASW membership provided to the field liaison before the last day of semester before beginning practicum.

Proof of background check from Department of Safety forwarded to the field liaison before the last day of semester before beginning practicum.

Register for the correct field course (SOWK 615, SOWK 625, SOWK 665, or SOWK 675) during your registration ‘window’ on the University’s MARS system.

Student must be in good standing with all prerequisites completed. Any In Progress (IP) or Incomplete (IC) grades must be resolved before practicum is scheduled to begin.

Remind the field instructor 2-3 weeks before you begin your placement of the start date and time. Remind the field instructor of the agreed upon schedule.

If you are completing your practicum in your place of employment or will be using an off-site MSW field instructor, additional paperwork is required. Discuss with the field liaison.

Submit the signed Memorandum of Agreement form to the field liaison (Appendix 9) during the first week of practicum if not already received in the field liaison office from the practicum site.

The importance of meeting these time lines cannot be overstressed. Practicum will not begin unless all document requirements are met.
All materials should be submitted in a *standard size file folder* and should be *typed*. The application folder must include:

- A completed copy of the Intent to Register form (Appendix 5). This should be typed or word-processed. Please keep in mind this form should be prepared thoughtfully as it will be reviewed potential field instructor. The field liaison will provide feedback regarding this form. *This will be sent to your field instructor.*

- A copy of your resume. Students are encouraged to take advantage of the Career Development and Counseling Center (located in the Wigley Administration Building) for review of their resume prior to submission with this packet. The field liaison will also provide feedback on the resume. *This will be sent to your field instructor.*

- Completed Agency Exploration Forms (Appendix 6). *This will not be sent to your field instructor.*

- Signed copy of the Professional Commitment (Appendix 3). *This will not be sent to your field instructor.*

- A copy of the signature page from the section on Criminal Background Checks (page 25). *This will not be sent to your field instructor.*
When students enter practicum they are expected to accept and abide by social work obligations required by the profession, the law, and/or licensing regulations. Students assume responsibility for the liability risks that are inherent in their role as a practicing social worker. Each student must sign this section of the application in order to enter practicum. A copy of this form will accompany materials submitted to the potential practicum field instructors.

1. I understand that criminal convictions may limit future employment and licensure. Federal and state law governs this. The Department has implemented a policy to require a criminal background check prior to senior placement. (If, during the past five years a conviction occurred for a misdemeanor or felony for which a jail sentence could have been or was imposed, please describe these events, in writing and attach to this document.) I understand I may need to be redirected to appropriate areas of practice if a conviction creates conflicts with practicum agency requirements.

2. I understand that lapses in professional conduct are governed by licensing regulations and the profession. These are best summarized in Section I, B-3 of the NASW Code of Ethics and the Minnesota Board of Social Work Standards of Practice, which I have reviewed.

3. I understand that the student social worker should not allow their own personal problems, psychosocial distress, substance abuse, or mental health difficulties to interfere with professional judgment, performance, or jeopardize the best interests of those for whom the social worker has a professional responsibility.

4. I understand that if I have had substance abuse difficulties, an agency may require a signed agreement to refrain from use of alcohol and or other mind-altering drugs during the period of the practicum.

I have read the above and understand that any misrepresentation of known, current life stressors that might affect my performance in the practicum, or any related legal problems in my background, could result in academic and/or ethical sanctions. I am at this time able to practice social work, as a student, within the legal and ethical requirements of the profession and the law.

Signature__________________________________Date________________________________
Date: __________________________

The following named individual is a student in good standing and has made application with Minnesota State University, Mankato, Department of Social Work for a practicum that requires a Minnesota Bureau of Criminal Apprehension Criminal Background Check.

Last Name of Applicant (please print):
_____________________________________________________

First Name (please print):
__________________________________________________________

Middle (full) (please print):
__________________________________________________________

Maiden, Alias or Former (please print):
__________________________________________________________

Date of Birth: __________________________ Sex (M or F): __________
Month/Day/Year

Social Security Number: (Optional) __________________________________________

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to Minnesota State University, Mankato Social Work Department, 358 Trafton Science Center N, Mankato, Minnesota 56001 for the purpose of Social Work 615/625 or SOWK 665/675. The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

I, ________________________________ (print name) am signing this in the presents of a Notary.

_________________________________________  __________________________
Signature of Student                          Date

_________________________________________  __________________________
Signature of Notary                            Date

Department of Social Work, 358 Trafton Science Center N, Mankato, Mn 56001, 507-6504 (v) · 800 627-3529 or 711 (mrs/tty) · fax 507-389-6769
Each student who intends to register for practicum must complete this form and schedule a time to submit and discuss it with the field liaison prior to mid-term in the fall semester. Students SHOULD NOT contact agencies for practicum planning purposes prior to meeting with the field liaison but should explore three potential placements through conversation with colleagues, a website, or through collateral contacts.

Please complete this form (accessible from the Department website) and submit in hard-copy. This form will be made available to potential practicum supervisors and or practicum sites when you interview.

While every effort will be made to meet the individual student learning needs, agency availability, Council on Social Work Education requirements for MSW supervision, and other administrative issues will influence the final placement decision. Practicum in the MSW program is offered only as a concurrent placement, meaning that you will be in classes during both the spring and summer semesters that you are completing your practicum hours. Please see the MSW Student Handbook and or MSW Field Education Manual for more information.

**Practicum semesters scheduling for: Spring, _____**

**STUDENT INFORMATION**

Student's name:
Address:
Permanent address (if different):
Telephone number:
Cell phone number:
E-mail address:
MSU, M, Tech ID:
Faculty Advisor:
Undergraduate social work field practicum site:
Are you considering your place of employment for ONE of your practicum placements?

- Foundation year – Yes ___ No ___ NA ___
- Concentration year or Advanced Standing – Yes ___ No ___
Student understands a MN background check is required prior to placement. Yes____ No____

Information related to violations of the law (misdemeanor, gross misdemeanor or felony) will be shared with potential field sites.

Student is expecting a C or better in courses they are currently enrolled in. Yes____ No____

You will be expected to provide your own transportation to, from, and during your practicum placement. Do you have your own reliable transportation? Yes____ No____

PREVIOUS SOCIAL WORK OR HUMAN SERVICE EXPERIENCE
Submit a current resume or curricula vita with this form.

STUDENT PLACEMENT INFORMATION – please provide the question and the answer when you submit this document.

1. Are you anticipating anything that may interrupt your practicum experience over the next semesters? Yes or No (please explain if yes)

2. Please describe your areas of strength, as a narrative or using bullets, in under 150 words.

3. Please describe your areas of limitation or areas that need further development, as a narrative or using bullets, in under 150 words.

4. Please describe your learning goals (may include knowledge, skills, populations, or intervention goals) for the practicum experience using a narrative or bullets (under 150 words please). NB: Foundation year students are required to do a placement that emphasizes the application of the generalist perspective. Concentration year and Advanced Standing students are required to do a placement that emphasizes the application of the advanced generalist perspective as defined by the program Mission, Goals, and Objectives. Students may want to talk with their academic advisor about each practicum prior to completing this section.

5. Please attach completed Agency Exploration Forms for agencies that you have explored and believe will be able to provide opportunities to meet your learning goals. Be prepared to discuss why they are a good fit.

6. OPTIONAL: Do you have any special issues, limitations, and or recommendations that need to be considered in the practicum setting? Yes or No (please explain if yes)

I certify that my answers are true and complete to the best of my knowledge. If this application leads to practicum, I understand that false or misleading information in my application, subsequent documents, or interview may result in my release from practicum and may result in additional disciplinary measures from the Department of Social Work and or Minnesota State University, Mankato.

Name___________________________________________________Date__________
Use this form as a guide for exploring a practicum agency. The criteria listed below will help you to identify agencies that may be the right fit for your specific learning needs and Departmental requirements for practicum sites. Students are urged to explore multiple agencies and complete all the items possible on the form. You may access information through conversation, a website, or through collateral contacts. Please do not 'interview' or 'negotiate' with the agency representative regarding a placement without first contacting the field liaison.

Student:

Agency name:

Division or Unit of interest:

Agency director or contact person:

Agency address:

Agency telephone:

Agency website:

Is student an employee of this agency?  Yes ___ How long in months: ____  No___

How does student know of this agency?

Field Liaison use only

<table>
<thead>
<tr>
<th>Field Liaison:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacted:</td>
<td></td>
</tr>
<tr>
<td>Potential MSW prepared field instructor:</td>
<td></td>
</tr>
<tr>
<td>MS prepared task supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

Approved / Not Approved (comments on reverse side)
Below is a list of questions that you might be asked during your interview for practicum placement.

1. Why are you interested in this agency?
2. What opportunities do you expect to have with this agency?
3. What strengths do you bring to this agency?
4. Why do you want to be a social worker?
5. What skills or knowledge do you hope to learn here?
6. What qualities are you looking for in a field instructor?
7. How will you use supervision time?
8. What are your previous experiences?
9. What experiences do you have with diverse populations?
10. Describe your learning style.
11. How do you handle stress?
12. Do you have a personal experience with the issues that this agency works with here?
Below are a few questions that a student might ask the field instructor during the practicum placement interview.

1. What is your experience with MSW students?
2. Why are you considering having a student?
3. What do you expect from a student?
4. How would you describe your supervision style?
5. What would a supervision session be like with you?
6. Do you have time for scheduled supervision? How often?
7. Are you available for informal supervision other than at the time scheduled?
8. What is a typical day like at this agency?
9. Will there be opportunities for both direct and indirect practice?
10. How did you get into the practice of social work?
11. What hours do you expect a student to have?
12. Are there meetings that I am required to attend?
13. How do you address issues of safety in this agency?
14. Will I need a car? Does the agency pay for mileage?
15. What training opportunities are available?
The following Memorandum of Agreement is the formal agreement between the practicum setting, the student, and the Department of Social Work. This form should be signed by the designated social work supervisor and an agency administrator if they so choose. The student should also sign the form. The field coordinator with whom the student will be working during the placement semester will also sign the form. This form should be signed prior to or during the first week of practicum with copies remaining with the agency, the student, and placed in the Department file.

If there are questions or concerns regarding this contract please call the field liaison.
STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

MEMORANDUM OF AGREEMENT

BETWEEN

MINNESOTA STATE UNIVERSITY, MANKATO

AND

This Agreement is entered into between the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State University, Mankato (hereinafter “the University”) and ____________________________ (hereinafter “the Agency”). The Agreement, and any amendments and supplements thereto, shall be interpreted pursuant to the Laws of the State of Minnesota.

Agency Name: ____________________________________________________________

Agency Address: ____________________________________________________________

City: _____________________________ State:_________ Zip:_________

Agency Telephone Number: ________________________________________________

Supervisor’s Name: _________________________________________________________

Supervisor’s Telephone Number (if different from the agency telephone number): ____________

Supervisor’s email address: _________________________________________________

WITNESSETH THAT:

WHEREAS, the University has established a Masters (MSW) Program in Social Work with access points for qualified graduate students preparing for and/or engaged in the practice of Social Work; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the University; and

WHEREAS, the Agency has suitable programs in social or human services for the educational needs of the Social Work Department of the University; and
WHEREAS, it is in the general interest of the Agency to assist in educating persons to be qualified as social workers; and

WHEREAS, the University and the Agency are desirous of cooperating to furnish a Foundation Year and or Concentration Year Practicum & Seminar for students of social work enrolled in the University.

NOW, THEREFORE, IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:

DEFINITIONS:

1. Practicum & Seminar is defined as: Experience is on-site training at the Agency Foundation Year Practicum & Seminar (minimum of 460 hours) and Concentration Year Practicum & Seminar (minimum 500 hours). The University offers several different types of Foundation Year and or Concentration Year Practicum & Seminar for the foundation year and concentration year social work student. Practicum experience will be determined based on the student and the specific educational needs of the student. Such experiences may include, but are not limited to observation; training supervised by an Agency supervisor, employee, or task supervisor, and direct and indirect practice under the supervision of the supervisor. The social work supervision will be provided by a MSW degreed social worker, or their designee. Part of the professional education of students in which they apply knowledge, skills and values acquired primarily though classroom assignments to direct practice with clients. In social work education, this occurs primarily in field placement assignments in which students work, under close social work supervision, with clients in social agencies or other social or human services settings (Barker, R.L., 1995 The social work dictionary 3rd Edition. NASW Press Washington D.C.), or indirect practice in similar locations.

3. Task supervisor is defined as an social service expert as identified by the Agency who engages in one-to-one teaching of the student within the context of the actual Agency setting; who teaches through demonstration of knowledge, skills and values encompassed in the practice roles; and who models collaborative practice behaviors.

4. Field instructor is defined as a degreed social worker actively engaged in the practice of social work who closely supervises the student in the major areas of the social work practice with individual, families, groups, organizations and communities; professional practice including knowledge, skills and values, research and program evaluation, diversity, professional impact, employment management, continued learning through professional growth and development (Edwards, R.L, and Hopps, J.G Editors, 1995. Encyclopedia of Social Work 19th Edition. NASW Press Washington D. C.) The field instructor, depending on the needs of the agency, may or may not be an employee of the agency but is bound by the Code of Ethics and or Minnesota Licensure Practice Standards in their work with the student and or the agency.

I. UNIVERSITY RESPONSIBILITIES

A. The University, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering the Social Work Program which is accredited by the Council on Social Work Education
B. For Foundation Year and or Concentration Year Practicum & Seminar, the University will provide coordination and liaison of its students during the Foundation Year and or Concentration Year Practicum & Seminar at the Agency. The University faculty so assigned will hold current licensure valid in the State of Minnesota and/or a MSW or Ph.D.

C. The University will be responsible for coordinating the assigning a grade for the student’s learning experience. The University will electronically contact the Agency for information if necessary. The University will facilitate an on-site meeting if requested by the Agency or deemed required by the field instructor.

D. The University faculty will be responsible for coordinating the Foundation Year and or Concentration Year Practicum & Seminar and assigning a grade for the students’ learning experiences. The University faculty will facilitate at least two visits at the Agency or electronic contact as deemed necessary for the Foundation Year and or Concentration Year Practicum & Seminar.

E. Insurance Coverage for the Foundation Year and or Concentration Year Practicum & Seminar student: The University, through the Department of Administration’s Risk Management Division, has obtained private group student intern malpractice insurance for University students with liability limits of $1,000,000/$3,000,000 with no deductible. A certificate of insurance for this coverage is available from the University and/or the Risk Management Division. Students are not state employees and the State and the University are not responsible for their acts or omissions under Minnesota Statutes 3.732 and 3.736 (the Minnesota Torts Claims Act.).

Student may elect to take part in this malpractice insurance opportunity or any other professional malpractice coverage that is comparable to the Department of Administration’s Risk Management Division (i.e. National Association Social Work malpractice insurance coverage).

H. The University will maintain a record of students’ criminal background check (BGC), and shall obtain student permission to submit data regarding their criminal background to the Agency. The University will require a criminal background check during the time of enrollment to the field program. Agencies may request a follow-up criminal background check at the time of placement the agency may pay for the BGC or request that the student’s to assume this expenditure.

II. AGENCY RESPONSIBILITIES
A. The Agency will have current accreditation by the State Department or any other appropriate accreditation, certification and/or licensure as may be required.

B. The Agency is responsible for the overall safety and quality of care provided to its consumers by the students who are participating in the Foundation Year and or Concentration Year Practicum & Seminar program at the Agency.
C. For Foundation Year and or Concentration Year Practicum & Seminar:

The Agency shall appoint, and or approve, an appropriate social work supervisor and preceptor, if necessary (task supervisor) for each student placed at the Agency. The Agency will provide Foundation Year and or Concentration Year Practicum & Seminar for graduate social work students from the University. Hours used for such student experiences may be day or evening depending on Agency preference and intern availability.

D. The Agency will provide the University with a copy of its policies and regulations that relate to the Foundation Year and or Concentration Year Practicum & Seminar upon request or provide access to these documents.

E. The Agency will permit the University students use of its facilities for Foundation Year and or Concentration Year Practicum & Seminar according to a mutually approved Learning Contract.

F. The Agency will allow a reasonable amount of Agency staff time for orientation and joint conferences with University faculty, for the University faculty orientation to the Foundation Year and or Concentration Year Practicum & Seminar, student supervision and evaluations.

G. When available, physical space such as offices, conference rooms, and classrooms of the Agency may be used by the University students who are participating in the Foundation Year and or Concentration Year Practicum & Seminar.

H. The Agency assumes responsibility for the orientation of the University Students to Agency policies and regulations.

I. The Agency assumes no responsibility for the cost of meals, clothing, housing, or parking of University students who are participating in the field/practicum program. The Agency will permit University students who are participating in the Foundation Year and or Concentration Year Practicum & Seminar program to use any cafeteria on the same basis as employees of the Agency. The Agency will permit University students to use Agency parking spaces under the same policies governing Agency personnel. The Agency will pay mileage for University students when the students are utilizing their own automobile for Agency business or contact with consumers under the same policies governing Agency personnel.

J. The Agency recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and
regulations. The Agency agrees to adhere to this policy in implementing this Agreement.

III. MUTUAL RESPONSIBILITIES
   A. Personnel of the University and the Agency will communicate regarding planning, development, implementation, and evaluation of the Foundation Year and or Concentration Year Practicum & Seminar. The communication may include but not be limited to:

   1. Communication to familiarize Agency personnel with the Foundation Year and or Concentration Year Practicum & Seminar, program’s philosophy, goals and curriculum;
   2. Communication to familiarize the University faculty with the Agency’s philosophy, policy and program expectations;
   3. Communication to keep both parties and the parties’ personnel who are assigned to the Foundation Year and or Concentration Year Practicum & Seminar informed of changes in philosophy, policies and any new programs which are contemplated;
   4. Communication to identify areas of mutual need or concerns regarding the University student;
   5. Communication to seek solutions to any problems which may arise in the Foundation Year and or Concentration Year Practicum & Seminar; and
   7. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes of the University’s social work curriculum.

IV. REQUIREMENTS OF STUDENTS
   A. Each student will be required, as a condition for participation in the Foundation Year and or Concentration Year Practicum & Seminar, to submit the results of a criminal background check to the University upon the time of admission to the program. If requested, by the Agency to submit to an additional BGC upon placement in the agency, to verify that no criminal problems exist which would jeopardize consumer’s or Agency’s welfare.

   B. University students will submit any health requirements of the Agency such as a Mantoux or rubeola/rubella tests. The results of these tests will be supplied to the Agency at the request of the Agency. Positive results will result in the University student following the guidelines established by the Agency.

   C. University students participating in the Foundation Year and or Concentration Year Practicum & Seminar are encouraged to carry their own health insurance.
Seminar are responsible for carrying their own professional liability insurance either through the University or NASW or private provider. The Agency may request proof of liability insurance. The University will have proof of insurance on file in the Social Work Department Office.

D. The University agrees that the students who are not otherwise employees of the Agency do not become employees of the Agency by reason of this agreement. Students and instructors who are not otherwise employees of the Agency are not entitled to any benefits or compensation from the Agency which may be due the employees of the Agency (with the exception of reimbursement of mileage costs).

Students who are not otherwise employees of the University do not become employees of the University by reason of this agreement. Students who are not otherwise employees of the University are not entitled to any benefits or compensation from the University which may be due the employees of the University.

V. EMERGENCY MEDICAL CARE AND INFECTIOUS DISEASE EXPOSURE
A. Any University student who is injured or becomes ill while at the Agency shall immediately report the injury or illness to the Agency and receive treatment (if available) at the Agency as a private patient or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the University student who receives the treatment and not the responsibility of the Agency or the University.

B. The Agency shall follow, for University students exposed to an infectious disease at the Agency during the Foundation Year and or Concentration Year Practicum & Seminar, the same policies and procedures which the Agency follows for its employees.

C. University students contracting an infectious disease during the period of time they are assigned to or participating in the Foundation Year and or Concentration Year Practicum & Seminar must report the fact to their University and to the Agency. Before returning to the Agency, such a University student must submit proof of recovery to the University or Agency, if requested.

VI. LIABILITY
Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University’s liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

VII. TERM OF AGREEMENT
This Agreement is effective on the later of __________, or when fully executed, and shall remain in effect until either party terminates the agreement. The Agreement will be
reviewed annually. If no changes are needed, a cover signature page noting the annual review and continued renewal will be attached to the agreement currently in effect. This Agreement may be terminated by either party at any time upon written notice to the other party. Termination by the Agency shall not become effective with respect to students then participating in the Foundation Year and or Concentration Year Practicum & Seminar.

VIII. FINANCIAL CONSIDERATION
A. The University and the Agency shall each bear their own costs associated with this Agreement and no payment is required by either the University or the Agency to the other party, except that, where applicable (if the Agency decided to employ the student as an intern), the Agency shall pay the students it places in the Foundation Year and or Concentration Year Practicum & Seminar.

B. The Agency is not required to reimburse the University students for any services rendered to the Agency or its consumers pursuant to this Agreement.

IX. AMENDMENTS
Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

X. ASSIGNMENT
Neither the University nor the Agency shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

XI. STATE AUDIT
The books, records, documents, and accounting procedures and practices of the Agency relevant to this Agreement shall be subject to examination by the University and the Legislative Auditor.

XII. VOTER REGISTRATION (When Applicable)
The Agency shall provide nonpartisan voter registration services and assistance; using forms provided by the University, to employees of the Agency and the public as required by Minnesota Statutes, Chapter 201.162.

XIII. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE
The Agency agrees that in fulfilling the duties of this Agreement, the Agency is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

XIV. MINNESOTA DATA PRACTICES ACT, The United States Health Insurance Probability and Accountability Act of 1996 (HIPPA) and Confidentiality of Alcohol and Drug Patient Records
The University and the Agency agree to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, in handling all data related to this
Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Confidentiality of Alcohol and Drug Patient Records

Solely for the purposes of defining the students’ and faculty roles in relation to the use and disclosure of the Facility’s protected health information, the University students and faculty engaged in activities pursuant to this Agreement are members of the Facility’s workforce, as that term is defined by 45 CFR 160.103 and in 42 CFR part 2. The University students and faculty are not and shall not be construed to be employees of the Facility.

The University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, making its students and faculty available for Facility’s training in its policies and procedures under the HIPAA 45 CFR parts 160 and 164 and Confidentiality of Alcohol and Drug Patient Records 42 CFR part 2 privacy regulations,. Prior to placement at the Facility, the University shall instruct its students and faculty to comply with the Facility’s policies and procedures governing the use and disclosure of individually identifiable health information.

XV. OTHER PROVISIONS (attach additional page(s) if necessary)

None.
IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

**APPROVED:**

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>MINNESOTA STATE UNIVERSITY, MANKATO</th>
</tr>
</thead>
<tbody>
<tr>
<td>By (authorized agency signature)</td>
<td>By (authorized signature)</td>
</tr>
<tr>
<td>Name (print)</td>
<td>Name (print)</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

By (authorized signature)

Name (print)

Title

Date

3. **Student Signature**

By:

Name (print)

Title

Date
Student’s name_______________________
(Indicate Foundation or Concentration Year)_______________________

Agency Identification
Field Instructor _________________________________________________________________
Task Supervisor ________________________________________________________________
Agency Name__________________________________________________________________
Mailing Address________________________________________________________________
Telephone______________________________________
Field liaison______________________________________________________

Weekly Schedule: please attach

Student will develop knowledge of:

- Agency programs
  - Agency policies and procedures
  - Community power structure
  - Other professions
  - Use of resources

- Socio-economic status
  - Poverty level or below
  - Low income
  - Middle income
  - High income

- Ethnic groups
  - Asian
  - African American
  - Hispanic
  - Native American
  - White (non-Hispanic)
  - Other

- Age
  - Pre-school
  - Elementary
  - Adolescents
  - Young adults
  - Middle age adults
  - Older adults

- Sexual Orientation
  - Gay/Lesbian
  - Bisexual
  - Heterosexual
  - Transsexual

- Gender
  - Male
  - Female
  - Transgendered

Identify Individualized Objectives
The Learning Contract is divided into five goals that are directly related to the goals and objectives of the MSW Program (see page 8) and course objectives. Each goal has programmatic objectives that apply to all students in SOWK 615/625 (see page 11) and SOWK 665/667 (see page 18) that will require elaboration – those appear on the Evaluation form and
should be addressed as this LC is developed. Students must add to each section with objectives specific to meet their individual learning needs or interests that reflect Foundation year and or Concentration Year goals and definitions. Concentration Year students should include their Capstone Project in the appropriate goals. “Mock” LCs are available for guidance. The five goals for the LC are:

- Increase Professional Learning
- Participate in Direct Social Work Practice
- Participate in Community and Organizational Social Work Practice
- Integrate Research and Analyze Policy
- Participation in Seminar

In behavioral terms (see the following formula), state the objectives that are agreed upon by the student and the field instructor. Use additional sheets as necessary. Consider adding personal characteristics or traits that may need to be addressed in a professional setting. The objectives should be typed and attached to this form. The field liaison will review the objectives for final approval.

Objectives in the five goal sections should comply with the following formula:

- Identification of a specific learning objective for the student (ex., Increase Professional Learning: I want to learn more about how diaspora affects the diverse populations served by my agency.)
- Identification of a specific action(s) student will take to achieve objective (ex., I will read Call to Home, by Stack, and 3 journal articles related to the topic.)
- Timeline for completion of the task, assignment or duty (ex., I will complete the reading by the midterm of spring and the remainder by the end of summer semester.)
- Evaluation method that will be used to evaluation how successful the student was in learning the task, duty, or assignment. (ex., I will apply relevant information about diaspora with specific clients and discuss the concept and effects in supervisory meetings with my field instructor.)
- Learning Goal: I will learn about the effects of diaspora on agency clients, by reading Stack by midterm and 3 other articles by end of the practicum and will apply relevant information in supervisory meetings and with clients.

Practice learning opportunities in which student will engage: (check as many as appropriate)

- Work with individuals
- Work with families
- Therapeutic group
- Support group
- Administration
- Research
- Policy development
- Grant development
- Resource development
- Team development
- Program development
- Other
**Teaching materials and methodology that will be used by field instructor:** (check as many as apply)

- Annotated time log *(required by the Program.)*
- Daily log
- Time sheets
- Case note/documentation review
- Task supervision on-site
- MSW supervision – on-site
- MSW Individual or group field instruction – off-site
- Individual or group field instruction – on-site
- Audio taping
- Video taping
- Direct observation of student
- Other (describe)

**Signatures:**

| Student |_________ Date_________ |
| Field Instructor |_________ Date_________ |
| Task Supervisor |_________ Date_________ |
| Field Liaison |_________ Date_________ |

*Final, signed, hard-copy must be submitted to field liaison, field instructor, off-site field instructor (if applicable). Students must retain a copy for their own use.*
### Addendum to Learning Contract:

**Field Placement at Place of Employment**

*Please print:*

<table>
<thead>
<tr>
<th>Student Name:</th>
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</thead>
<tbody>
<tr>
<td>Name of Agency:</td>
<td></td>
</tr>
<tr>
<td>Administrator:</td>
<td></td>
</tr>
<tr>
<td>Current Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

Current title/duties (attach job description or provide narrative):

- Agency understands that the student must have duties and responsibilities other than current duties to meet the requirement for MSW field practicum.  Yes_____ No_______

- Agency understands that supervision must be provided by someone with an MSW degree other than the current supervisor for duties and responsibilities of the field practicum. Yes_____ No_______

- If a MSW degreed person is not available at the place of employment, the agency agrees that a mutually agreed upon MSW from outside of the agency will provide additional supervision for the duties and responsibilities of the MSW field practicum. Yes_____ No_______

<table>
<thead>
<tr>
<th>Agency Administrator/Desigee signature:</th>
<th>Date</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Current Supervisor signature:</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Student signature:</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Field Liaison signature:</th>
<th>Date</th>
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</tbody>
</table>
Appendix 12
Department of Social Work,
MSW Program
Off-Site Field Instructor Agreement

Student Name:

Name of Agency:

Current Supervisor/Degree:

Task Supervisor/Degree:

Off-Site MSW Field Instructor/Degree:

- The Agency and student understands that the Council on Social Work Education requires that supervision for MSW practicum students must be provided by a MSW degreed social worker? Yes_____ No_____

- If a MSW degreed social worker is not available in the place of employment, the Agency agrees that an MSW degreed social worker from outside of the agency (off-site field instructor) will provide additional supervision for the duties and responsibilities of the MSW field practicum. Yes____ No ______

- The Agency and student agrees that a task supervisor (master’s level preferred) will be assigned for day to day supervision, instruction, and management. Yes____ No_____

Agency Administrator/Designee signature:______________________________________________________________Date____________

Current Supervisor signature:______________________________________________________________Date____________

Student signature:______________________________________________________________Date____________

Field Liaison signature:______________________________________________________________Date____
Appendix 13

MSW Program – SOWK 615/625 Evaluation Matrix

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Field Liaison:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td></td>
</tr>
<tr>
<td>Date of Evaluation:</td>
<td>Evaluation: SOWK 615/625</td>
</tr>
<tr>
<td></td>
<td>140 hours ___ 300 hours ___ 460 hours ___</td>
</tr>
</tbody>
</table>

**PRACTICUM EVALUATION – FOUNDATION YEAR – SOWK 615/625 Foundation Practicum & Seminar I & II**

Students are evaluated during both Spring (SOWK 615) and Summer (SOWK 625) semesters and at the end summer semester (final evaluation). Evaluations occur with the field instructor, the Field Liaison, and the student. Although a student may not have the requisite ‘pass’ at either mid-term, successful completion of the practicum and seminar will be based on the final evaluations of the accomplishment of the course objectives and individual student learning goals. Each student objective will receive a numerical score for each objective that, cumulatively, will determine the Pass/No Pass evaluation. The evaluation matrix uses the following values:

- **5** = frequently exceeds expectations,
- **4** = generally meets, and/or occasionally exceeds, expectations,
- **3** = occasionally meets expectations,
- **2** = does not meet expectations,
- **1** = not yet available (student has not had the opportunity to develop this skill. This rating should not be used past Summer semester mid-term without narrative that specifies a reason).

**Pass** = majority of ratings of 5 and/or 4, and no ratings below 3

**In-Progress+** = majority of ratings 4 or higher, some ratings of 3, no ratings below 2

**In-Progress** = Student has not been able to complete enough hours to finish the practicum and has discussed and documented an approved plan to continue with the field coordinator (typically awarded at end of spring semester as student moves into summer semester for completion of practicum).

**No Pass** = Majority of rating of 3 or below; or if the student violates standards of professional behavior as outlined in the Code of Ethics.
<table>
<thead>
<tr>
<th>Rating Scale →</th>
<th>Learning Objectives ↓</th>
<th>5 frequently exceeds expectations</th>
<th>4 generally meets, and/or occasionally exceeds, expectations</th>
<th>3 occasionally meets expectations</th>
<th>2 does not meet expectations</th>
<th>1 not yet available (student has not had the opportunity to develop this skill. This rating should not be used at 300 or 460 hours without a narrative.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Development of professional identity (CO 7)</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>b. Incorporates NASW Code of Ethics into practice (CO 4)</td>
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<tr>
<td>c. Able to reflect on and critically analyze one’s practice (CO 7)</td>
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<tr>
<td>d. Takes responsibility for one’s learning</td>
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</tr>
<tr>
<td>e. Performs in a professional manner (CO 4)</td>
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<tr>
<td>f. Use communication skills differentially across client</td>
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</tbody>
</table>
populations, colleagues, and communities.

g. Student Objective

h. Student Objective

i. Student Objective

j. Student Objective

Comments:
<table>
<thead>
<tr>
<th>Rating Scale →</th>
<th>5 frequently exceeds expectations</th>
<th>4 generally meets, and/or occasionally exceeds expectations</th>
<th>3 occasionally meets expectations</th>
<th>2 does not meet expectations</th>
<th>1 not yet available (student has not had the opportunity to develop this skill. This rating should not be used at 300 or 460 hours without a narrative.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Objectives ↓</td>
<td>a. Development of knowledge to work effectively with individuals, groups, families (CO 1, 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Engages in culturally competent direct practice (CO 1, 2, 5)</td>
<td></td>
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<tr>
<td></td>
<td>c. Utilizes theoretical knowledge to understand the client system (CO 2, 8)</td>
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<td></td>
<td>d. Assesses the strengths the client system brings to the situation as well as barriers the clients face (CO 2, 10)</td>
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<td></td>
<td>e. Student Objective</td>
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<td>f. Student Objective</td>
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<td>g. Student Objective</td>
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<td>h. Student Objective</td>
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<tr>
<td>i. Student Objective</td>
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</table>

Comments:
## Community and Organizational Social Work Practice

<table>
<thead>
<tr>
<th>Rating Scale →</th>
<th>5 frequently exceeds expectations</th>
<th>4 generally meets, and/or occasionally exceeds, expectations</th>
<th>3 occasionally meets expectations</th>
<th>2 does not meet expectations</th>
<th>1 not yet available (student has not had the opportunity to develop this skill. This rating should not be used at 300 or 460 hours without a narrative.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Objectives ↓</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>a. Develop the <strong>skills</strong> to understand the <strong>organization</strong> as the context for culturally competent practice with individuals, families, small groups (CO 1, 2, 5, 6)</td>
<td></td>
<td></td>
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<tr>
<td>b. Develop the <strong>knowledge</strong> to understand the <strong>community</strong> as the context for culturally competent practice with individuals, families, small groups (CO 1, 2, 6, 9)</td>
<td></td>
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<tr>
<td>c. Develop the <strong>skills</strong> to understand the <strong>community</strong> as the context for culturally competent practice with individuals, families, small groups (CO 1, 2, 6, 9)</td>
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<tbody>
<tr>
<td>d.</td>
<td>Develop the <em>knowledge</em> to understand the <em>organization &amp; community</em> as client systems (CO 1)</td>
<td></td>
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<tr>
<td>e.</td>
<td>Develop the <em>skills</em> to understand the <em>organizations &amp; community</em> as client systems (CO 1, 5)</td>
<td></td>
<td></td>
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<tr>
<td>f.</td>
<td>Student Objective</td>
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<tr>
<td>g.</td>
<td>Student Objective</td>
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<tr>
<td>h.</td>
<td>Student Objective</td>
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<tr>
<td>i.</td>
<td>Student Objective</td>
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<tr>
<td>j.</td>
<td>Student Objective</td>
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**Comments:**
<table>
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<tr>
<td>Research and Policy Applications</td>
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<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>a. Development of <em>knowledge</em> needed to utilize research literature for effective, evidence based practice (CO 2, 8, 10)</td>
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<tr>
<td></td>
<td>b. Development of <em>skills</em> needed to utilize research literature for effective, evidence based practice (CO 5, 8)</td>
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<tr>
<td></td>
<td>c. Development of <em>knowledge</em> needed to analyze the impact of social welfare policies on client systems, workers, and agencies (CO 6, 10)</td>
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<tr>
<td></td>
<td>d. Development of <em>skills</em> needed to analyze the</td>
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</table>

1 not yet available (student has not had the opportunity to develop this skill. This rating should not be used at 300 or 460 hours without a narrative.)
impact of social welfare policies on client systems, workers, and agencies (CO 6, 10)
e. Student Objective
f. Student Objective
g. Student Objective
h. Student Objective
i. Student Objective

Comments:
## Engagement in Seminar (Faculty Liaison only)

<table>
<thead>
<tr>
<th>Rating Scale →</th>
<th>5 frequently exceeds expectations</th>
<th>4 generally meets, and/or occasionally exceeds, expectations</th>
<th>3 occasionally meets expectations</th>
<th>2 does not meet expectations</th>
<th>1 not yet available (student has not had the opportunity to develop this skill. This rating should not be used at 300 or 460 hours without a narrative.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Objectives ↓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Active engagement in direct social work practice and supervision (CO 9)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>b. Active engagement in indirect social work practice and supervision (CO 9)</td>
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<tr>
<td>c. Active, prompt engagement in seminar activities and assignments (CO 7)</td>
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<tr>
<td>d. Presentation of direct practice cases for consultation (CO 8)</td>
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<tr>
<td>e. Presentation of indirect practice cases for consultation (CO 8)</td>
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<tr>
<td>h. Accurate accounting of time via annotated time logs</td>
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</table>

MSW Field Manual – Spring, 2009 - rrw 80
<table>
<thead>
<tr>
<th>(CO 7)</th>
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</thead>
<tbody>
<tr>
<td>i. Engaged participation in weekly supervisory meeting (CO 7)</td>
</tr>
<tr>
<td>j. Engaged participation in evaluations midway and at the end of semesters with Field Instructor and Field Liaison (CO 7)</td>
</tr>
<tr>
<td>k. Student Objective</td>
</tr>
<tr>
<td>l. Student Objective</td>
</tr>
<tr>
<td>m. Student Objective</td>
</tr>
<tr>
<td>n. Student Objective</td>
</tr>
</tbody>
</table>

**Comments:**
MSW Program – SOWK 615/625 Evaluation Matrix (*FACULTY LIAISON USE ONLY*)

Student Name:  
Field Liaison:  
Agency:  
Date of Evaluation:  

Grade at 140 hours  300 hours  460 hours  

**Pass** = majority of ratings of 5 and/or 4, and no ratings below 3  
**In-Progress+** = majority of ratings 4 or higher, some ratings of 3, no ratings below 2  
**In-Progress** = Student has not been able to complete enough hours to finish the practicum and has discussed and documented an approved plan to continue with the field coordinator (typically awarded at end of spring semester as student moves into summer semester for completion of practicum).  
**No Pass** = Majority of rating of 3 or below; or if the student violates standards of professional behavior as outlined in the Code of Ethics.

<table>
<thead>
<tr>
<th>Rate Course Requirements</th>
<th>Pass</th>
<th>In-Progress+</th>
<th>In-progress</th>
<th>No Pass</th>
<th>Comments:</th>
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<tr>
<td>Rate Course Requirements</td>
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<tr>
<td>Rate Course Requirements</td>
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<tr>
<td>Community and Organizational Social Work Practice</td>
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<tr>
<td>Rate Course Requirements</td>
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<tr>
<td>Research and Policy</td>
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MSW Field Manual – Spring, 2009 - rrw
<table>
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<tr>
<th>Applications</th>
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<tbody>
<tr>
<td>Rate Course Requirements</td>
<td>Pass</td>
<td>In-Progress+</td>
<td>In-progress</td>
</tr>
<tr>
<td>Engagement in Seminar</td>
<td></td>
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</tr>
</tbody>
</table>

Task Supervisor Comment (if applicable):

Task Supervisor Signature: ___________________________ Date: ___________________________

Field Instructor Comment:

Field Instructor Signature: ___________________________ Date: ___________________________

Student Comment:

Student Signature: ___________________________ Date: ___________________________
Field Liaison (faculty) Comment:

Field Liaison Signature: ____________________________ Date: ____________________________
**Appendix 14**

**MSW Program – SOWK 665/675 Evaluation Matrix**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Field Liaison:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td></td>
</tr>
</tbody>
</table>

**Date of Evaluation:** Evaluation: SOWK 665/675

170 hours___ 340 hours___ 500 hours___

---

**PRACTICUM EVALUATION – FOUNDATION YEAR – SOWK 665/675 Concentration Practicum & Seminar I & II**

Students are evaluated during both Spring (SOWK 615) and Summer (SOWK 625) semesters and at the end summer semester (final evaluation). Evaluations occur with the field instructor, the Field Liaison, and the student. Although a student may not have the requisite ‘pass’ at either mid-term, successful completion of the practicum and seminar will be based on the *final evaluations* of the accomplishment of the course objectives and individual student learning goals. Each student objective will receive a numerical score for each objective that, cumulatively, will determine the Pass/No Credit evaluation. The evaluation matrix uses the following values:

- **5**=frequently exceeds expectations, **4**=generally meets, and/or occasionally exceeds, expectations, **3**=occasionally meets expectations, **2**=does not meet expectations, **1**=not yet available (student has not had the opportunity to develop this skill. This rating should not be used past Summer semester mid-term without narrative that specifies a reason).

- **Pass** = majority of ratings of 5 and/or 4, and no ratings below 3
- **In-Progress**+ = majority of ratings 4 or higher, some ratings of 3, no ratings below 2
- **In-Progress** = Student has not been able to complete enough hours to finish the practicum and has discussed and documented an approved plan to continue with the field coordinator (typically awarded at end of spring semester as student moves into summer semester for completion of practicum).
No Credit = Majority of rating of 3 or below; or if the student violates standards of professional behavior as outlined in the Code of Ethics.
<table>
<thead>
<tr>
<th>Rating Scale →</th>
<th>Learning Objectives ↓</th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>frequently exceeds expectations</td>
<td>generally meets, and/or occasionally exceeds, expectations</td>
<td>occasionally meets expectations</td>
<td>Does not meet expectations</td>
</tr>
<tr>
<td>a. Demonstrates professional identity that integrates ethics, leadership, and increased responsibilities for self-evaluation (CO 4, 7)*</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>b. Utilizes supervision and consultation to promote professional development (CO 7)</td>
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<td></td>
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</tr>
<tr>
<td>c. Takes responsibility for one’s learning by critically analyzing the application of values and ethics in advanced generalist practice (CO 1, 4, 8)</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>1 not yet available: (student has not had the opportunity to develop this skill. This rating should not be used 340 or 500 hours without a narrative.)</td>
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<tr>
<td>d. Demonstrates leadership and or collaborative approaches in direct and indirect practice situations in a professional manner (CO 3, 9)</td>
<td></td>
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<tr>
<td>e. Uses communication skills differentially across client populations, colleagues &amp; communities (CO 5)</td>
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<td></td>
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</tr>
<tr>
<td>f. Student Objective</td>
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Comments:
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<tr>
<th>Rating Scale →</th>
<th>5 frequently exceeds expectations</th>
<th>4 generally meets, and/or occasionally exceeds, expectations</th>
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<tbody>
<tr>
<td>Learning Objectives ↓</td>
<td>a. Develops and implements theoretically grounded interventions with individuals, families, and groups (CO 2)</td>
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<td></td>
<td>b. Develops and implements evidence-based interventions with individuals, families, and groups (CO 1, 8)</td>
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<td></td>
<td>c. Critically and ethically engages in culturally competent direct practice, that affirms social justice, emphasizing the small and rural community context as appropriate (CO 2, 4, 6)</td>
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<td>d. Critically analyzes the strengths and barriers the client system brings to the practice situation, including those related to the small and rural context (CO 3, 10)</td>
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<td>e. Integrates an understanding of the impact of oppression and discrimination and apply strategies that emphasize social and economic justice (CO 2, 6)</td>
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<tr>
<td>a. Applies theoretical knowledge of small and rural communities as the context for culturally competent practice with individuals, families, groups, organizations, and communities (CO 3, 10)</td>
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<td>b. Provides leadership in the organization for the provision of ethical, culturally affirming practice with individuals, families, and small groups (CO 4, 9, 10)</td>
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<td>d. Demonstrates the understanding of the</td>
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<th>Organization &amp; community as the possible targets of evidence-based interventions (CO 1, 10)</th>
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<td>e. Demonstrates the skills to develop evidence-based interventions that target the organization or the community (CO 8, 10)</td>
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<tr>
<td>Learning Objectives ↓</td>
<td>a. Analyzes and utilizes research literature for effective, ethical, culturally competent, evidence-based direct and indirect practice (CO 2)</td>
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<td>b. Engages in direct and indirect practice evaluations and other research relevant to the practice setting (CO 5, 6)</td>
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<td>c. Applies critical thinking skills to analyze the impact of social welfare policies on client systems, workers, and agencies within the small and rural context</td>
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<td>(CO 3, 6)</td>
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<tr>
<td>d. Participates in the development of policies that impact client systems, workers, and agencies (CO 6, 9)</td>
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<td>a. Analyzes and articulates clearly the issues related to evidence-based direct social work practice and supervision in the small and rural context (CO 1)</td>
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<td>b. Articulates clearly the issues related to evidence-based indirect social work practice and supervision in the rural context (CO 1)</td>
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<td>c. Articulates clearly the issues related to culturally competent practice, indirect and direct, in the rural context (CO 2)</td>
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<td>c. Active, prompt</td>
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<td>engagement in seminar activities and assignments (CO 4)</td>
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<td>d. Accurate accounting of time via annotated time logs (CO 4)</td>
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<td>e. Engaged participation in weekly supervisory meeting (CO 47)</td>
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<td>f. Engaged participation in mid-terms and final with Field Instructor and Field Liaison (CO 7)</td>
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Comments:
MSW Program – SOWK 665/675 Evaluation Matrix *(FACULTY LIAISON USE ONLY)*

Student Name: ___________________________    Field Liaison: ___________________________
Agency: ___________________________    Date of Evaluation: ___________________________

Grade at Current Evaluation: 170 hours ___ 340 hours ___ 500 hours ___

- **Pass** = majority of ratings of 5 and/or 4, and no ratings below 3
- **In-Progress+** = majority of ratings 4 or higher, some ratings of 3, no ratings below 2
- **In-Progress** = Student has not been able to complete enough hours to finish the practicum and has discussed and documented an approved plan to continue with the field coordinator (typically awarded at end of spring semester as student moves into summer semester for completion of practicum).
- **No Pass** = Majority of rating of 3 or below; or if the student violates standards of professional behavior as outlined in the Code of Ethics.

<table>
<thead>
<tr>
<th>Rate Course Requirements</th>
<th>Pass</th>
<th>In-Progress+</th>
<th>In-progress</th>
<th>No Pass</th>
<th>Comments:</th>
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<td>Professional Learning</td>
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<td>Rate Course Requirements</td>
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<td>Direct Social Work Practice</td>
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<tr>
<td>Engagement in Seminar</td>
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Task Supervisor Comment (if applicable):

Task Supervisor Signature: _______________________________ Date: ____________________________

Field Instructor Comment:

Field Instructor Signature: _______________________________ Date: ____________________________

Student Comment:

Student Signature: _______________________________ Date: ____________________________

students, by sharing the processes used for direct practice evaluation and indirect program evaluation, without actually doing both
Please complete the following form. It will be used in making an assessment for agency selection in the future. *Information from this evaluation MAY be shared by the student with the agency.* The Department will periodically distribute this information aggregated with other agency evaluations, without identifying student information.

Student’s Name: __________________________________________

Agency: ____________________________________________________

Field instructor’s Name: ______________________________________

I. Schedule and Availability
   a. Overall during the practicum, the supervisor was available for questions and supervision. Yes___ No___ Unsure___
   b. Apart from scheduled meetings, the supervisor was available for additional contact. Yes___ No___ Unsure___
   c. Did your supervisor provide you with a tour or arrange a tour of the placement site? Yes___ No___ Unsure___
   d. Did your supervisor introduce you to other staff when you began your practicum? Yes___ No___ Unsure___
   e. Did your supervisor discuss procedural matters and agency policies when you began your practicum? Yes___ No___ Unsure___
   f. Did your supervisor discuss ethical and legal issues when you began the practicum? Yes___ No___ Unsure___

II. Activities
   a. Your tasks, assignments, and responsibilities were always clearly defined. Yes___ No___ Unsure___
   b. Your assignments, tasks, and responsibilities were generally what you expected as an MSW student. Yes___ No___ Unsure___
   c. The agency provided travel reimbursement for expenses incurred while performing agency business. Yes___ No___ Unsure___
   d. You had the opportunity to record case notes, social histories, or assessments. Yes___ No___ Unsure___
   e. You experienced direct practice learning activities with individuals. Yes___ No___ Unsure___
   f. You experienced direct practice learning activities with families. Yes___ No___ Unsure___
   g. You experienced direct practice learning activities with therapeutic groups.
Yes___ No___ Unsure___
h. You experienced indirect practice learning activities that with communities.  Yes___ No___ Unsure___
i. You experienced indirect practice learning activities that with task or work groups.  Yes___ No___ Unsure___
j. You experienced opportunities to develop problem-solving competencies? Yes___ No___ Unsure___
k. You were exposed to learning experiences that provided opportunities to apply social work values. Yes___ No___ Unsure___
l. You experienced opportunities for understanding the interrelationships between social work practice and research. Yes___ No___ Unsure___
m. You experienced a general work environment that was harassment free and provided for your personal safety. Yes___ No___ Unsure___

III. **Narrative Questions**

a. What were the positive and negative features of this practicum experience?

b. Does the supervisor address concerns that are raised by the student?

c. Would you recommend this agency as a practicum site for future students? Why or why not?

d. Other information you would like to share.