

# LEARNING CONTRACT

## Human Services

The purpose of this contract is to formalize the requirements for students enrolled in a Fieldwork Placement organization. The Learning Contract is the cornerstone of the practical experience. It sets the stage for what happens during the fieldwork placement, from a practice perspective, by providing a guide for the student, the agency-based supervisor, and the Fieldwork Seminar Instructor. Activities to be performed by the student are to be specified in the space provided. Activities then lead to skill areas to be learned while doing the specified tasks. These skills can be specific to the content of the activities, can be personal to the student or can be any combination of the two areas. There may be skills that are not listed on the Skills Classification List that the student and agency-based supervisor believe are important for the student to learn over the course of the semester.

The student agrees to perform the mutually agreed upon assignments within the agency for \_\_\_\_\_ hours per week during the current semester in partial fulfillment of requirements for practicum/internship field experience in the Human Services curriculum.

The Fieldwork Supervisor agrees to monitor the performance of the student and to provide direct supervision for a minimum of one (1) hour per week; and to evaluate the student's overall performance at the conclusion of the student's tenure in the agency on the form to be provided by the Fieldwork Office.

### Student and Fieldwork Seminar Information

Student Name: \_\_\_\_\_

Semester & Year: \_\_\_\_\_

Course: (Circle One) 396/396L                      495/495L                      496/496L

Instructor's Name: \_\_\_\_\_

Phone No: \_\_\_\_\_                      Email: \_\_\_\_\_

### Agency Information

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

Program Name: \_\_\_\_\_

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

Supervisor Name & Title: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_                      Email: \_\_\_\_\_

Did you turn in the Fieldwork Placement Application to the Fieldwork Office?

Yes                      No                      If No, turn one in immediately to the Fieldwork Office in EC-479. An application is required every semester even if was previously done at the same agency.

Does this agency require you to remain a second semester?

Yes                      No                      If yes, make sure that you will be able to fulfill their request, otherwise choosing another placement may be more appropriate.

**To Be Completed by Supervisor & Student**

<b>ACTIVITIES/ASSIGNMENTS</b>	<b>SKILLS/LEARNING OBJECTIVES</b>

This contract has been read, discussed, and additions have been made by the student, Supervisor, and the Fieldwork Seminar Instructor. All Parties agree to fulfill this Learning Contract. Turn in a signed copy to your instructor by the 3<sup>rd</sup> week of school. Feel free to revise as needed.

\_\_\_\_\_  
**Student**

Does agency supervisor have a copy of this form?  Yes  No  
\*If no, please provide one

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Agency-Based Supervisor**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Fieldwork Seminar Instructor**

\_\_\_\_\_  
Date

## **Skills Classification List**

**(This list is provided as an example of skills that may be utilized in the students Learning Contract. You may add additional skills as needed.)**

- The student will learn to deal with crisis.
- The student will learn to be flexible
- The student will learn problem-solving skills.
- The student will learn critical thinking skills.
- The student will learn active listening skills.
- The student will learn to be reliable.
- The student will learn clear and concise writing.
- The student will learn organization skills.
- The student will learn computer skills.
- The student will learn interpersonal skills.
- The student will learn to write and use case notes.
- The student will learn conflict resolution skills.
- The student will learn to write and use process recordings.
- The student will learn assessment skills.
- The student will learn to identify dangerous/crisis situations.
- The student will learn to intervene in dangerous/crisis situations.
- The student will develop an awareness of gender/ethnic/and sexual orientation issues.
- The student will develop sensitivity to gender/ethnic/and sexual orientation issues.
- The student will learn the political and organizational system.
- The student will learn about the communities the agency serves.
- The student will learn community resources that are available.
- The student will appropriate community resources for clients.
- The student will learn to access appropriate client resources.
- The student will gain knowledge of the population being served.
- The student will gain knowledge of the issues being addressed.
- The student will learn the importance of a professional appearance.
- The student will develop a professional demeanor.
- The student will learn to separate issues of self and client.
- The student will learn to take initiative.
- The student will learn to be self-motivated.
- The student will learn when to ask for direction.
- The student will learn how to take direction.
- The student will learn how to deal with authority.
- The student will learn to leave the job behind after work.
- The student will learn to be prepared.
- The student will learn realistic expectations.
- The student will learn to assume responsibility for acquiring knowledge.
- The student will develop a high tolerance for ambiguity.
- The student will be able to identify his/her own professional work ethic.
- The student will learn to develop public speaking skills.
- The student will learn to increase verbalization with the specified client population.
- The student will learn to increase verbalization with coworkers.
- The student will learn to be assertive.
- The student will learn to collaborate.
- The student will learn agency policies and procedures.
- The student will learn to use supervision wisely.
- The student will learn to learn to work within the agency policies and procedures.