Please download and save the document onto your computer before completing it.
Note: There is a character limit in each text box. Add additional pages if needed.

Direct / mixed practice

Learning contract

―――

Practicum information

Student name _____ Date _____

Faculty-Field Liaison _____

Field Instructor(s) _____

Practicum site _____

Department(s) / unit(s) _____

Days / times of attendance _____

Weekly field instructor-student supervision meeting: day _____ time _____

Student attestation

I have completed the FIFSW's Checklist 1: Practicum Safety & Learning with my field instructor and uploaded the document on the PAS.

[Student initials] _____

I provided my field instructor & FFL with my lab summary from first semester (For Year 1 students completing SWK4105H) or comments from my most recent practicum or employment evaluation.

[Student initials] _____

In my Learning Contract, I addressed areas for development identified in my lab summary (For Year 1 students completing SWK4105H) or by my field instructor(s) in the comments section of my most recent practicum or employment evaluation.

[Student Initials] _____

I have scheduled a meeting with my FFL (and Field Instructor, optional) to receive feedback on my draft Learning Contract.

[Student Initials] _____

Note on accommodations: Optional for students who choose to share a formal letter of accommodation for practicum from Accessibility Services: the student and field instructor are encouraged to refer to the accommodations letter when developing the learning contract.

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Learning assignments

When describing activities to achieve learning objectives, field instructors and students should review the evaluation competencies (Practicum 1 | 2) to ensure the activities offer students opportunities to develop these competencies. Refer to the Evaluation (direct / mixed | indirect) template in the Practicum Manual on the FIFSW website to complete the Learning Contract.

Competency domains for direct and mixed practice:

Learning and growth	Clinical relationships
Behaviour in the organization	Assessment and intervention
Conceptualizing practice	Professional communication

Year 1 students must engage in two levels of intervention.
Year 2 students may focus on one intervention level if desired.

Direct practice with client systems

Describe (briefly) tasks or projects. (Character Limit 720)

Indirect practice on behalf of client (community / organization / policy / research)

Describe (briefly) tasks or projects. (Character Limit 720)

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Learning objectives

Develop at least one learning objective for each of the six domains listed.

These objectives must:

- reflect the competency domains / learning areas (refer to Practicum 1 | 2 competencies);
- address specific areas for growth identified in previous practicum or employment evaluation;
- be compatible with the nature and scope of the practicum;
- be realistic, concrete, observable and / or measurable, and fit within the FIFSW competency-based model for evaluation; and
- consider principles of Equity, Diversity and Inclusion and Anti Racist and / or Trauma-Informed frameworks.

Indicate learning objectives on pages 4 – 9.

Note: There is a character limit in each text box. Add additional pages if needed.

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Domain 1: Learning and growth

Examples of methods to achieve competency in learning and growth: demonstrate initiative; take appropriate risks; a strong capacity to learn; effectively apply feedback to practice; and self-identify focused areas for growth and use practicum opportunities and supervision to address them.

Learning objective(s)

What do you anticipate learning in this practice setting? (Character Limit 720)

Activities to achieve objective(s)

List the tasks and activities that will help you achieve your learning objective(s). (Character Limit 720).

Methods for evaluation

How will you measure your progress towards your learning objective(s)? (Character Limit 400)

Criteria for success

List success indicators that you aim to achieve for your learning objective(s). (Character Limit 400)

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Domain 2: Behaviour in the organization

Examples of methods to achieve competency in behaviour in the organization: work well within the agency's culture by adhering to agency procedures; relate to staff with humility and respect; maintain professional boundaries; and work towards being recognized as a valued member of the team.

Learning objective(s)

What do you anticipate learning in this practice setting? (Character Limit 720)

Activities to achieve objective(s)

List the tasks and activities that will help you achieve your learning objective(s). (Character Limit 720)

Methods for evaluation

How will you measure your progress towards your learning objective(s)? (Character Limit 400)

Criteria for success

List success indicators that you aim to achieve for your learning objective(s). (Character Limit 400)

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Domain 3: Conceptualizing practice

Examples of methods to achieve competency in conceptualizing practice: demonstrate capacity for critical thinking and ethical practice on multiple levels; effectively apply a variety of theories with cultural safety; and understand and carry out the mandate of the organization, while remaining sensitive to clients' situations and needs.

Learning objective(s)

What do you anticipate learning in this practice setting? (Character Limit 720)

Activities to achieve objective(s)

List the tasks and activities that will help you achieve your learning objective(s). (Character Limit 720)

Methods for evaluation

How will you measure your progress towards your learning objective(s)? (Character Limit 400)

Criteria for success

List success indicators that you aim to achieve for your learning objective(s). (Character Limit 400)

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Domain 4: Clinical relationships

Examples of methods to achieve competency in clinical relationships: engage in client-centered interactions with authenticity and respect, demonstrating an appropriate use of self and incorporating creativity to establish rapport with a wide range of clients.

Learning objective(s)

What do you anticipate learning in this practice setting? (Character Limit 720)

Activities to achieve objective(s)

List the tasks and activities that will help you achieve your learning objective(s). (Character Limit 720)

Methods for evaluation

How will you measure your progress towards your learning objective(s)? (Character Limit 400)

Criteria for success

List success indicators that you aim to achieve for your learning objective(s). (Character Limit 400)

Domain 5: Assessment and intervention

Examples of methods to achieve competency in assessment and intervention: use theories in a flexible manner, tailoring them to the unique circumstances of individual clients; demonstrate the capacity to construct clear, concise, and comprehensive assessments and use these for goal-directed interventions.

Learning objective(s)

What do you anticipate learning in this practice setting? (Character Limit 720)

Activities to achieve objective(s)

List the tasks and activities that will help you achieve your learning objective(s). (Character Limit 720)

Methods for evaluation

How will you measure your progress towards your learning objective(s)? (Character Limit 400)

Criteria for success

List success indicators that you aim to achieve for your learning objective(s). (Character Limit 400)

Domain 6: Professional communication

Examples of methods to achieve competency in professional communication: demonstrate effective verbal and written communication skills. For example: well-developed reports, clearly organized case presentations and other professional content.

Learning objective(s)

What do you anticipate learning in this practice setting? (Character Limit 720)

Activities to achieve objective(s)

List the tasks and activities that will help you achieve your learning objective(s). (Character Limit 720)

Methods for evaluation

How will you measure your progress towards your learning objective(s)? (Character Limit 400)

Criteria for success

List success indicators that you aim to achieve for your learning objective(s). (Character Limit 400)

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Evaluation methods

Describe at least 3 evaluation methods to be completed during practicum hours and for which students will be evaluated.

Recording and written analysis: _____

Weekly process recordings: _____

Agency / hospital records: _____

Reflection logs / journals: _____

Notes, memos, letters: _____

Minutes of meetings: _____

Drafts of reports: _____

Other (specify): _____

Observation

Note to field instructors: Students and field instructors have historically reported the tremendous learning value of analyzing recorded interventions.

Students must be regularly observed in professional interactions. Process recordings and / or reflection logs or journals may be submitted weekly to the field instructor. It is the mutual responsibility of student and field instructor to ensure that documentation and other evidence of observation, critical for review by the instructor in the mid-term and final evaluation, occurs.

Students may consider recording client interactions and submitting a written analysis on a segment weekly. Observation of practice include: client interviews, formal presentations, group facilitation, team / staff meetings, chairing committees.

Indicate details of the observation of (i.e., how often, when, other details):

- student by field instructor: _____

- field instructor by student: _____

- student by other staff: _____

- other staff by student: _____

- Required staff / team meetings: _____

- Educational seminars: _____

- Other: (conferences, workshops, clinical days, visits to other agencies, etc.):

    _____

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Practicum-related readings
(attach additional pages if required)

Practicum-specific readings

Field instructor contributes practicum-specific resource material/readings to this list of agency manuals, reports, books, articles, etc. (Character Limit 1200)

Academic bibliography

Recommended readings: The ITP Loop, (Professor Marion Bogo, FIFSW) is suggested as a teaching/learning format (Bogo, M & Vayda, E., (1998). The practice of field instruction in Social Work: Theory and Process 2nd ed. Toronto: University of Toronto). Selected pages are available with the author's permission in the "Learning Contract" section of the Practicum Manual on the website.

Include relevant academic course reading material which will be discussed, applied, and informally critiqued with the field instructor to help link theory to practice. (Character Limit 1200)

Note to students: After your Learning Contract has been approved by your field instructor(s) and education coordinator (if applicable), submit it by email to your FFL for final approval, copying your field instructor(s) and education coordinator (if applicable).

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Additional notes

(Character limit 4500)