**MID-TENNESSEE COLLABORATIVE MASTER OF SOCIAL WORK (MTC-MSW) PROGRAM**

**FOUNDATION FIELD EDUCATION LEARNING CONTRACT & EVALUATION**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Liaison\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone/email of Agency/Field Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document will serve as the Educational Contract, the Mid-Term Evaluation, and the Final Evaluation for the MSW students who are enrolled in the foundation year practicum. The outcomes shown are the outcomes that are to be met by all students. The student, working with the Field Instructor, will complete the education contract by listing tasks that are to be accomplished by the student at the practicum site during the designated semester of study. A minimum of one task will be listed for each outcome, with the average being 3 tasks per outcomes. Tasks are dependent on the agency setting and the client population. The Faculty Field Liaison must approve the educational contract. Note that you may download this form from the web site.

The Field Instructor should ensure that the tasks on the educational contract are appropriate for students working under supervision. Evaluation of student activity is based on task accomplishment and it not related to course grading criteria. In the event a student is graded at the 5 level for all tasks relating to one objective at mid-term, new activities may be developed for the remainder of the semester.

The Field Instructor will evaluate the student at mid-term and at the end of the semester using the following scale:

5 = professional level activity, equivalent to employee

4 = competent level activity, with indirect supervision

3 = meets expectations, with direct supervision

2 = beginning level activity only

1 = attempted but failed to engage in this task

N/A = listed task deferred at this time

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Final Rating Scale:  **5** = professional level activity, equivalent to employee **2** = beginning level activity only  **4** = competent level activity, with indirect supervision **1** = attempted but failed to engage in this task  **3** = meets expectations, with direct supervision **N/A** = listed task deferred at this time. Please provide  explanation for deferral of task. | | | | | |
| OBJECTIVES | TASKS | | MIDTERM  RATING | | FINAL  RATING |
| 1. Apply critical thinking and research skills within the context of professional social work Practice.  2. Understand the value base of the profession and its ethical standards and principles, and  practice accordingly.  3. Practice without discrimination and with respect,  knowledge, and skills related to clients' age, class,  color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion,  sex, and sexual orientation. | 1.      2.      3..      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1.      2.      3 .      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1.      2.      3 . | | 1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_    1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_  1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_ | | 1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_    1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_  1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_ |
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| **OBJECTIVES** | **TASKS** | | **MIDTERM RATING** | | **FINAL RATING** |
| 4. Understand the forms and mechanisms of  oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.  5. Understand and interpret the history of the social work profession and the social welfare institution and their contemporary structures and issues.  6. Apply the knowledge and skills of generalist  social work practice with systems of all sizes. | 1.      2.      3 .      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1.      2.      3 .      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1.      2.      3 . | | 1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_    1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_  1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_ | 1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_    1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_  1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_ | |
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| **OBJECTIVE** | | **TASK** | **MIDTERM RATING** | | **FINAL RATING** |
| 7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interaction among individuals and between individuals and families, groups, organizations, and communities.  8. Analyze, formulate, and influence social policies that promote social and economic justice.  9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions. | | 1.      2.      3 .      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1.      2.      3 .      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1.      2.      3 . | 1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_    1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_  1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_ | | 1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_    1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_  1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_ |
| Final Rating Scale:  **5** = professional level activity, equivalent to employee **2** = beginning level activity only  **4** = competent level activity, with indirect supervision **1** = attempted but failed to engage in this task  **3** = meets expectations, with direct supervision **N/A** = listed task deferred at this time. Please provide  explanation for deferral of task. | | | | | |
| **OBJECTIVE** | **TASK** | | **MIDTERM RATING** | | **FINAL RATING** |
| 10. Use communication skills differentially across client populations, colleagues, and communities.  11. Use supervision and consultation appropriate to social work practice.  12. Function within the structure of organizations and service delivery systems and seek necessary organizational change. | 1.      2.      3 .      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1.      2.      3 .      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1.      2.      3 . | | 1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_    1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_  1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_ | | 1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_    1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_  1.    2.  3.  Overall rating,  \_\_\_\_\_\_\_\_ |

**Final Overall Assessment**

Please evaluate the student by choosing the one response that clearly reflects your assessment of their performance. Also attach any additional written comments.

5. Strongly agree

4. Agree

3. Disagree

2. Strongly disagree

1. Did not have time to adequately assess student

\_\_\_\_\_ This student exhibited an eagerness to learn new things and accept responsibility for additional tasks.

\_\_\_\_\_ This student is well organized.

\_\_\_\_\_ This student was ready for this field experience.

\_\_\_\_\_ This student is prepared to perform as an entry-level social worker.

\_\_\_\_\_ If given the opportunity, I would recommend this student for employment in this agency.

\_\_\_\_\_ If given the opportunity, I would recommend this student for employment in the field of social services.

**WRITTEN COMMENTS ON OVERALL PERFORMANCE OF STUDENT:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SIGNATURE PAGE**

Educational Contract Tasks Completed and Approved

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Liaison \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mid-Term Evaluation Completed and Approved

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Liaison \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Evaluation Completed and Approved

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Liaison \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester Approval

Field Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MSW Program Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_