

**THE UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK**

**Teaching-Learning Agreement  
Administration and Community Practice**

**(Due no later than the 3<sup>rd</sup> week of the start of the practicum each semester)**

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

Date Learning Agreement Completed: \_\_\_\_\_

**Practicum Instructor**

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

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Preferred mailing address (if different from above):  
\_\_\_\_\_

**Practicum Preceptor (if applicable)**

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

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Preferred mailing address (if different from above):  
\_\_\_\_\_

**FIELD PLACEMENT INFORMATION**

Placement Dates

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Scheduled Student/Agency Vacations: Dates (include days and hours for clarity):  
\_\_\_\_\_

## **PRACTICUM INSTRUCTION OBJECTIVES**

The following areas are included in the objectives for field placement and in the evaluation to be completed for each student. Please discuss this with your practicum student and identify the assignments which will be used to build and assess mastery in each of these areas. You may want to refer to the Practicum Outcomes on the corresponding course syllabus and to the student evaluation for the course to help with your plans. Both are on the web page. All syllabi are in the Manual Appendix and the evaluation forms are on the Student Forms page.

Please write the specific activities/learning experiences available in your setting for each of the following objectives. Use additional paper if you need more space or wish to type the agreement.

### **I. ETHICS AND VALUES**

#### **A. Knowledge and use of social work values and ethics**

**Activities/Learning Experiences:**

#### **B. Develop and maintain professional relationships with staff, volunteers, paraprofessionals, and community representatives.**

**Activities/Learning Experiences:**

## **II. KNOWLEDGE**

### **A. Understanding of agency structure**

**Activities/Learning Experiences:**

### **B. Understanding of agency goals & purposes.**

**Activities/Learning Experiences:**

### **C. Understanding of cultural competence in social work practice**

**Activities/Learning Experiences:**

**D. Knowledge and use of community resources**

**Activities/Learning Experiences:**

**III. SKILL DEVELOPMENT**

**A. Consult/Supervise as necessary to implement strategy.**

**Activities/Learning Experiences:**

**B. Development and understanding of the concentration skills built on a foundation of generalist practice.**

**Activities/Learning Experiences:**

- C. **Development of clear and/effective communication skills, both in oral and written communication**

**Activities/Learning Experiences:**

- D. **Effectiveness in managing field work responsibilities**

**Activities/Learning Experiences:**

#### **IV. PLANNING SKILLS**

- A. **Ability to formulate clear and measurable goals.**

**Activities/Learning Experiences:**

**B. Ability to assess needs of target/client system.**

**Activities/Learning Experiences:**

**C. Ability to formulate feasible strategies for meeting needs.**

**Activities/Learning Experiences:**

**D. Ability to identify and mobilize resources in problem solving.**

**Activities/Learning Experiences:**

**E. Ability to analyze relevant legislation/policies/programs.**

**Activities/Learning Experiences:**

**F. Ability to prepare formal proposal for problem resolution.**

**Activities/Learning Experiences:**

**G. Ability to propose and articulate feasible policies, programs, or legislation.**

**Activities/Learning Experiences:**

**H. Ability to prepare budgets appropriate to proposal.**

**Activities/Learning Experiences:**

**I. Ability to present proposals orally.**

**Activities/Learning Experiences:**

**J. Ability to select or develop appropriate appraisal instruments.**

**Activities/Learning Experiences:**

**K. Ability to analyze data relevant to planning and problem resolutions.**

**Activities/Learning Experiences:**

**Types of Assignments (check all that apply):**

Note: Direct services are those services that the student will provide directly to the population or systems indicated. Indirect services may include services provided on behalf of the population client systems indicated and/ or other learning experiences that are observational (e.g. “shadowing”).

<b>Work with:</b>	<b>Direct Service</b>	<b>Indirect Service</b>
Individuals	<input type="checkbox"/>	<input type="checkbox"/>
Families	<input type="checkbox"/>	<input type="checkbox"/>
Groups	<input type="checkbox"/>	<input type="checkbox"/>
People of Color	<input type="checkbox"/>	<input type="checkbox"/>
Gays and Lesbians	<input type="checkbox"/>	<input type="checkbox"/>
Special Populations	<input type="checkbox"/>	<input type="checkbox"/>
Community Organizations	<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify	<input type="checkbox"/>	<input type="checkbox"/>

**FIELD INSTRUCTION/SUPERVISION**

Scheduled instruction/supervision provided by Practicum Instructor  
(At least one hour of supervision per week)

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Scheduled conference time and number of hours scheduled per week: \_\_\_\_\_

**Supervisory Methods to be Used:**

(e.g., Individual, Group, Process/Summary Recording, Audio Tapes, Video Tapes, Team Meetings, Consultation, etc.)

**Additional Training and/or Learning Opportunities Available for the Student:**

(e.g., Workshops, In-service)

**Practicum Instruction Evaluation:**

Evaluation conferences with the student are to be conducted by the practicum instructor with input from other professionals involved in supervising the student (where applicable). These should take place at mid-term and at the conclusion of the practicum. Due dates are listed in the Practicum Calendar.

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Student	Date
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Practicum Instructor	Date
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Practicum Preceptor (if applicable)	Date
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Faculty Liaison	Date
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