

**UNIVERSITY OF OKLAHOMA
THE ANNE AND HENRY ZARROW SCHOOL OF SOCIAL WORK**

SWK 5413/5423 Practicum I & II Field Practicum Contract and Student Evaluation

Student:	(Auto) Student Name
Field Instructor:	(Auto) Field Instructor
Practicum Site:	(Auto) Agency
Program/Unit:	[Schedule Input: Program/Unit]
Field Liaison:	[Faculty Liaison Name]
Semester/Year:	[Schedule Input: Semester/year]

Description of field setting; specific program/unit:



The field education contract serves as an ongoing resource for practicum activity and assignment planning; instructor feedback and student self-evaluation; and the student’s final evaluation. It is based on core social work competencies defined by our accrediting body, the Council on Social Work Education (CSWE).

In 2008 CSWE adopted a competency based approach to social work education and revised its educational standards. In 2015 The Council revised the competencies to **nine (9) core competencies** comprised of social work knowledge, values, skills and cognitive and affective processes. The Council further identified **thirty-one (31) practice behaviors** by which students could demonstrate the integration and application of the nine competencies. The University of Oklahoma *Anne & Henry Zarrow School of Social Work* is accountable to the Council to ensure that students have the opportunity to acquire each competency and to evaluate each student to determine the extent to which the competencies have been achieved.

The goal of social work field education is the integration and application of classroom learning in the field. Therefore, the field education contract requires that students further operationalize the practice behaviors for the purpose of competency demonstration in the field setting. These tasks ask the student to tie classroom knowledge to its application in practice. In order to accomplish the practice behaviors, each student and field instructor must develop **Work Plans**, i.e. assignments and activities grounded in the mission, culture, and work of the practicum site. While developing work plans, and during the practicum, the contract will act as a guide for the instructor and student as they utilize the site to bring to life in a practice setting the signature broad perspective of the social work profession. **Revisions** to work plans should be added to the contract throughout the practicum in response to ongoing feedback about student performance, new opportunities that come along, or changes taking place at the practicum site. Along with revisions, both student and instructor can make helpful notes for themselves along the way.

Each practicum is divided into two developmental levels comprised of two (2) academic courses. During the practicum, the student and instructor will work together to **Evaluate Student** Performance of activities and assignments included in the work plan for each competency area. This evaluation can be an ongoing process generated by discussions at supervision conferences. In this way, the student can receive continuous feedback about competency performance.

Field Instruction Assessment

In order to assist with practicum planning, students were asked to provide a **current resume** and complete a **self-assessment** at the time of their Application for Field Instruction. The following information was provided by your student at that time.

GET DATA

Student Profile: Fill in fields from: Source Form Template

Very brief summary of work & volunteer background:



Description of current skill level:



Career interests/goals:



Learning goals:



Experiences desired in field practicum:



Field Education Needs:

Learning needs and/or strategies for improvement which have been identified in prior field practicum evaluation:



Current strengths (include natural strengths & abilities):



Current challenges, weakness or limitations:



Dominant approach to learning/learning style:



Type of supervision desired:



Please check to signify that you have received a copy of your student's resume.

In order to plan for practicum supervision and the development of practicum assignments, student and instructor have identified the following practicum guidelines for this student. These guidelines are based on a discussion of the student's self-assessment; further field instructor assessment; and a review of the student's resume.

Student's strengths:	
Student's challenges:	
Student's learning needs & goals:	
Student's needs of supervision:	
Practicum objectives for this student:	

Evaluation Instrument SWK 5413

The following evaluation instrument is built into the education contract. This design should assist field instructors as they provide students with ongoing feedback about their performance. When preceptors have been included in the plan for practicum supervision, their feedback must somehow be incorporated into this process.

Although feedback and evaluation are best as an ongoing dialogue, all placements have two (2) official grading periods, one for each course. In full time (block) placements, students receive two final grades for the practicum within one semester, one at mid-practicum and the other at the end of the practicum. In two semester placements, students receive final grades at the end of two consecutive semesters. All evaluations are referred to as the Final **Evaluation**.

At the end of each evaluation period the field instructor and student jointly review the student's performance within nine (9) competency areas in terms of the criteria specified in the field contract. The field instructor then assigns official **Evaluation Instrument ratings** for the practice tasks included under each competency. These ratings must be based on actual performance of the specified criteria, as opposed to anticipated progress during the remainder of the practicum. The field instructor provides a narrative description of "**evidence to support**" all final ratings. Student and instructor together can develop "**strategies to increase competence**," i.e. ways in which practice behaviors and ratings can be further improved. These strategies can actually be developed and recorded throughout the practicum. In this way, feedback and improvement planning can be structured into ongoing development of the education contract, and new ideas can be generated to offer the student the best possible chance to succeed in the practicum. When warranted (see Practicum Grading Policy in the Field Practicum Manual) strategies to increase competence must be developed more formally by the field instructor and faculty field liaison as a school-required **Performance Improvement Plan** and included in the **Evaluation of Student Performance** narrative which appears at the end of the Field Practicum Contract.

On the scale provided after each practice behavior, please indicate *level of performance* by selecting the appropriate value.

- AC Advanced Competence**
Expertly demonstrates awareness, knowledge and skills as a social work intern.

- C Competence**
Consistently demonstrates awareness, knowledge and skills as a social work intern.

- EC Emerging Competence**
Demonstrates beginning awareness, knowledge and skills as a social work intern.

- IP Insufficient Progress**
Rarely demonstrates awareness, knowledge and skills as a social work intern.





- UP Unacceptable Progress**
Never demonstrates awareness, knowledge and skills as a social work intern.

* The structure of this evaluation instrument and the rating scale were developed by the Office of Field Education at the University of Texas, Austin.

Educational Plan
Competency Area, Practice Behaviors & Practice Tasks
Work Plans: Specific Practicum Activities & Assignments

This section of the Contract includes competencies which establish guidelines for the student's professional approach to the practicum experience. It offers ways that a student may take advantage of the mentoring relationship in the practicum. And, it helps the student situate the practicum in a social services context and begin exploring what it means to be a professional social worker.

All social work students must be familiar with and are bound by the provisions of the University of Oklahoma Anne & Henry Zarrow School of Social Work Student Performance Policy. Included in this policy are standards for professional behavior which must be incorporated into and met this practicum.

<p>A-1 DEMONSTRATE ETHICAL AND PROFESSIONAL BEHAVIOR</p> <p>Behaviors:</p> <ul style="list-style-type: none"> • Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context; <input type="text"/> • Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations; <input type="text"/> • Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication; <input type="text"/> • Use technology ethically and appropriately to facilitate practice outcomes; and <input type="text"/> • Use supervision and consultation to guide professional judgment and behavior <input type="text"/> 	<p>Work Plans:</p> 	<p>Evidence to support rating:</p> 
	<p>Revisions:</p> 	<p>Strategies to increase competence:</p> 

B-1 ENGAGE DIVERSITY AND DIFFERENCE IN PRACTICE

Behaviors:

• Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;

• Present themselves as learners and engage clients and constituencies as experts of their own experiences; and

• Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Work Plans:



Evidence to support rating:







Revisions:



Strategies to increase competence:



<p>C-1 ADVANCE HUMAN RIGHTS AND SOCIAL, ECONOMIC, AND ENVIRONMENTAL JUSTICE</p> <p>Behaviors:</p> <ul style="list-style-type: none"> • Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and <div data-bbox="397 499 557 569" style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;"> ▼ </div> <ul style="list-style-type: none"> • Engage in practices that advance social, economic, and environmental justice. <div data-bbox="397 615 557 684" style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;"> ▼ </div>	<p>Work Plans:</p> 	<p>Evidence to support rating:</p> 
	<p>Revisions:</p> 	<p>Strategies to increase competence:</p> 

**D-1 ENGAGE IN PRACTICE-
INFORMED RESEARCH AND
RESEARCH-INFORMED PRACTICE**

Practice Behaviors:

• Use practice experience and theory to inform scientific inquiry and research;

• Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and

• Use and translate research evidence to inform and improve practice, policy, and service delivery.

Work Plans:



Evidence to support rating:











Revisions:







Strategies to increase competence:



<p>E-1 ENGAGE IN POLICY PRACTICE</p> <p>Behaviors:</p> <ul style="list-style-type: none"> • Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services; <input data-bbox="397 346 560 409" type="text"/> • Assess how social welfare and economic policies impact the delivery of and access to social services; <input data-bbox="414 514 576 577" type="text"/> • Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice. <input data-bbox="397 682 560 745" type="text"/> 	<p>Work Plans:</p> 	<p>Evidence to support rating:</p> 
	<p>Revisions:</p> 	<p>Strategies to increase competence:</p> 

<p>F-1 ENGAGE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS AND COMMUNITIES</p> <p>Behaviors:</p> <ul style="list-style-type: none"> • Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and <div data-bbox="397 546 557 615" style="border: 1px solid black; width: 100px; height: 30px; margin: 5px 0;"></div> <ul style="list-style-type: none"> • Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies. <div data-bbox="397 716 557 785" style="border: 1px solid black; width: 100px; height: 30px; margin: 5px 0;"></div>	<p>Work Plans:</p> 	<p>Evidence to support rating:</p> 
	<p>Revisions:</p> 	<p>Strategies to increase competence:</p> 

<p>G-1 ASSESS INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS AND COMMUNITUES</p> <p>Behaviors:</p> <ul style="list-style-type: none"> • Collect and organize data, and apply critical thinking to interpret information from clients and constituencies; <div data-bbox="397 436 557 506" style="border: 1px solid black; width: 80px; height: 20px; margin: 5px 0;"></div> <ul style="list-style-type: none"> • Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies; <div data-bbox="397 762 557 831" style="border: 1px solid black; width: 80px; height: 20px; margin: 5px 0;"></div> <ul style="list-style-type: none"> • Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and <div data-bbox="397 993 557 1062" style="border: 1px solid black; width: 80px; height: 20px; margin: 5px 0;"></div> <ul style="list-style-type: none"> • Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies. <div data-bbox="397 1178 557 1247" style="border: 1px solid black; width: 80px; height: 20px; margin: 5px 0;"></div>	<p>Work Plans:</p> 	<p>Evidence to support rating:</p> 
	<p>Revisions:</p> 	<p>Strategies to increase competence:</p> 

H-1 INTERVENE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS AND COMMUNITIES

Behaviors:

• Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;

• Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;

• Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;

• Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and

• Facilitate effective transitions and endings that advance mutually agreed-on goals.

Work Plans:



Evidence to support rating:







Revisions:



Strategies to increase competence:



<p>I-1 EVALUATE PRACTICE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS AND COMMUNITES</p> <p>Behaviors:</p> <ul style="list-style-type: none"> • Select and use appropriate methods for evaluation of outcomes; <input type="text"/> • Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes; <input type="text"/> • Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and <input type="text"/> • Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels. <input type="text"/> 	<p>Work Plans:</p> 	<p>Evidence to support rating:</p> 
	<p>Revisions:</p> 	<p>Strategies to increase competence:</p> 

Part 1 - WORKPLAN DEVELOPMENT COMPLETION SIGNATURES

Student: ([Student Name]): [Workplan Development](#)

Field Instructor: ([Practicum Instructor Name]): [Workplan Development](#)

Faculty Liaison: ([Faculty Liaison Name]): [Workplan Development](#)

EVALUATION OF STUDENT PERFORMANCE – SWK 5413

1. The school is interested in measuring the impact of the work completed by practicum students. By this we mean, direct impacts this student has had on **individuals**, the **organization/agency**, and the **community**. Please take a moment to list the top three impacts you think this student has had in one or all of these domains. If you would provide a short narrative describing the specific nature of the impact, it would be very helpful.

Individuals (Examples include, but are not limited to the following: (Clients, staff, colleagues, community members, stakeholders, and/or elected officials):

Did the student directly lead/co-lead or take primary ownership over any of these activities involving individuals? If so, please explain (ex: student completed 10 successful intakes for new clients of the agency.)



Organization (Examples include, but are not limited to the following: Newly created or refined programs, generated professional agency reports, organizational assessment, fund development, policy and procedural changes, trainings and workshops).

Did the student directly lead/co-lead or take primary ownership over any of these activities involving the organization? If so, please explain (ex: student was the primary author on two agency reports involving assessment and program evaluation that were used to inform funding opportunities and strategic plans.)



Community and Broader Impact: (Examples include, but are not limited to the following: Policy advocacy, community inclusion and engagement, community events, neighborhood development efforts, voter registration, participation on community level coalitions, groups, boards, etc., trainings, workshops, and other events geared towards community participation)

Did the student directly lead/co-lead or take primary ownership over any of these activities involving communities and broader level systems? If so, please explain (Student registered 50 people to vote in ward 5 of Oklahoma City.)



II. Summary of Student Achievement



III. Student Strengths:



IV. Student Limitations or Areas Identified for Additional Experience, including Performance Improvement Plans



V. Student Comments



VI. Faculty Liaison Comments



Grade Recommendation:

Before you make your grade recommendation, please review the practicum grading policy in the Field Practicum Manual.

Student: ([Student Name]): [Workplan Development](#)

Field Instructor: ([Practicum Instructor Name]): [Workplan Development](#)

Faculty Liaison: ([Faculty Liaison Name]): [Workplan Development](#)