Learning Contract Directions
(This page is designed to provide directions for completing the Learning Contract.)

Directions for Students

• Complete all demographic information on the form.
• Thoroughly discuss the assigned activities and skills that you wish to develop, and complete the Learning Contract in collaboration with your fieldwork supervisor.
• Look at the Skills Classification List included in your packet; consider which skills you believe you will work on during the semester.
• Both the student and the fieldwork supervisor must sign the completed Learning Contract. The instructor will sign it once turned in. Make a copy for your own record.
• Bring the completed Learning Contract to your fieldwork seminar instructor within the second week of instruction or as directed.
• Your instructor will collect and review the duties/skills for appropriateness and sign the contract. Keep the original in a safe place.

Directions for Fieldwork Seminar Instructors

• Discuss the Learning Contract in your seminar class and ask students to return the contract to you by the second week of instruction.
• Review the Learning Contract to verify that the activities and skills are appropriate and alert the student if the contract is not acceptable. Sign the back of the form only if it is acceptable and make a copy for your files.
• At the end of the semester, review the Learning Contract in conjunction with the Supervisor’s Evaluation of the Student to complete the final lab grade of credit/no credit.
• Return all Learning Contracts to the Fieldwork Office after posting grades (along with the other forms) so that they can be placed in the student’s file in EC-405.

Directions for Agency Supervisors

• Thoroughly discuss the assigned activities and skills to be developed with the student.
• Ask your student what he/she would like to learn at your agency.
• Complete and sign the Learning Contract with the student.
• Have the student return the Learning Contract to his/her fieldwork instructor.
• Make a copy of the Learning Contract for your files.
• Review the Learning Contract throughout the semester to verify the student’s progress. Changes to the contract can be made as needed.
• Be sure to turn in any paperwork to the students at the end of the semester or when they terminate their internship.

Revised 06/14
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:__________________________
Instructor Phone No: ____________________  Instructor 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.
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 3rd week of school. Feel free to revise as needed.

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<th>ACTIVITIES/ASSIGNMENTS</th>
<th>SKILLS/LEARNING OBJECTIVES</th>
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Student

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

Agency-Based Supervisor

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.

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