# Advanced APPLIED LEARNING IN PRACTICUM EDUCATION (691/693) 
LEARNING AGREEMENT 
AND 
COMPREHENSIVE SKILLS EVALUATION

## I. IDENTIFYING INFORMATION

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<th>Practicum Faculty Liaison:</th>
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## II. THE AGENCY AND THE COMMUNITY

( Agency )

A. Describe the agency’s mission:

B. Describe the organizational structure:

C. List the services provided to community:

D. Describe the general demographics (ethnicity, race, socio-economic status, age) of the agency’s clients:
(Community)

E. Describe the geographic location of your agency:

F. Describe the general demographics (ethnicity, race, socio-economic status, age) of the community (if different from D above):

G. Describe the community’s need for resources (in addition to what the agency provides):

H. Describe the community’s perception of the agency:

I. List other agencies to which referrals are made:

J. Please provide your sources of information i.e. Practicum Instructor, agency website or other:

### III. GENERAL TIME MANAGEMENT

A. List the days and hours in practicum placement:

B. List the day and time that reflective learning tools are due:

C. List the day, time, and length of individual practicum instruction:

D. List day and time of group supervision conference, if applicable:

E. List the name(s) of preceptor(s) and/or contact person in practicum instructor’s absence:

F. If the plan is for you to rotate or change programs in the agency, specify the time frame for the rotation:
### IV. PRACTICUM EDUCATION ASSIGNMENTS

Circle/check those learning activities to which the student will be exposed during the practicum placement period.

#### A. Check all micro and mezzo practice assignments

- Adults
- Individuals
- Information and Referral
- Discharge Planning
- Diagnostic Assessment
- Families
- Advocacy
- Treatment Planning
- Older Adults
- Crisis Intervention
- Children
- Groups
- Community Networking Linkages
- Inter/Multidisciplinary Team Meetings
- Short Term Intervention
- Adolescents
- Couples
- Case Management
- Psychosocial Assessment
- Long Term Intervention
- Other (specify)

#### B. Check all macro practice assignments

- Task Forces
- Quality Assurance
- Inter/Multidisciplinary Team Meetings
- Fiscal Budgetary Issues
- Committee Assignments
- Grant Writing
- Agency Staff Meetings
- Community Networking Linkages
- Program Development
- Consultation
- Macro Project (specify)
- Program Evaluation
- Case Conferences
- Other (specify)
- Resource manual

#### C. Check other learning experiences

- Seminars, In-Service Training/Conferences
- Other (specify)

### V. SELF-AWARENESS ASSESSMENT

A. In terms of “self-awareness,” what do you know about yourself and your interactions with others/your emotions/etc. that will make you a more effective social worker?

B. In what ways/areas do you need to enhance your self-awareness to become a more effective social worker?
### VI. STUDENT’S EXPECTATIONS FOR SUPERVISION IN PRACTICUM INSTRUCTION

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<td>A.</td>
<td>Describe your expectations of the supervision process:</td>
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<td>Describe your expectations of yourself in supervision:</td>
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<td>E.</td>
<td>Discussion on how you and your practicum instructor plan to complete the required practicum hours. Please refer to the Practicum Manual for additional information. Please consider university’s and agency’s holidays, clients’ continuum care during the semester break and other potential schedule conflicts.</td>
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### VII. PRACTICUM INSTRUCTOR TEACHING PLAN (To be written by the Practicum Instructor)

1. Detail your expectations of your student in supervision

2. How do you structure your weekly instruction? Briefly describe your teaching plan. Please include how you plan to maximize diversity in your case assignments for each student.

3. Describe your plan for use of a preceptor with your student (If applicable)
   a. Role of preceptor
   b. Detail your plan for monitoring and evaluating this experience
ORIENTATION CHECKLIST

Agency Overview
Review agency vision and mission/purpose statement
Tour of agency
Introductions to colleagues, support staff, and administration
Review organizational structure
Review the role of the agency in relation to the community and its resources
Review security and/or safety procedures and protocol

Agency Policies and Protocols
Review office procedures, supplies, and provisions
Review telephone and communication/computer utilization
Review intake/admissions/eligibility policy and procedures
Review internal communication
Review parking details
Review mileage policy
Review agency, department, and/or unit meeting schedule
Review client record/charting, policies and procedures
Review forms for documentation/accountability
Review regulations regarding confidentiality, release of information, etc.
Review client fees/payment schedule
Review client emergency protocol
Review child or elder abuse reporting protocol
Review work schedule, including lunch and breaks
Review information/referral policy
Review agency policy regarding harassment
(Agency HR contact for reporting: Name________phone #________email:________)
Review agency policy regarding discrimination
(Agency HR contact for reporting: Name________phone #________email:________)
Review agency policy regarding antiracist practice/diversity, equity and inclusion
(Agency point of contact: Name________phone #________email:________)
Review agency policy regarding the Americans with Disabilities Act
Review agency policy regarding OSHA
Review agency policy regarding HIPPA

Practicum Instructor/Student Responsibilities
Review expectations for supervision and schedule
Review educationally based recording schedule
Review use of preceptor (if applicable)
Review plan for diversity/multicultural experiences
Review plan for monitoring of student hours (by both practicum instructor and student)
Review agency training or staff development opportunities
Review student’s personal safety issues and concerns and strategies to deal with them

Integration of Practicum and Coursework
______Provide practicum Instructor with all course syllabi
______Review all syllabi with Practicum Instructor
Practicum Instructor & MSW Student:
Please read Practicum Education Manual via this link: [https://dworakpeck.usc.edu/msw-on-campus/field-education/students-forms](https://dworakpeck.usc.edu/msw-on-campus/field-education/students-forms)

Your signature below serves as your understanding and acknowledgement that you will adhere to USC policies and expectations outlined in the Practicum Education Manual, harassment and discrimination policies.

### Learning Agreement Signatures

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<th>Role</th>
<th>Signature</th>
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<td>Student ([Student Name])</td>
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<td>Preceptor (Optional) ([Preceptor Name])</td>
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<td>Practicum Instructor ([Practicum Instructor Name])</td>
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<td>Practicum Faculty Liaison ([Practicum Faculty Liaison Name])</td>
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(Student's signature acknowledges that the student has participated in a discussion of this learning agreement and has reviewed the learning agreement and Practicum Education Manual.)
INSTRUCTIONS
Please use the 10-point scale above to rate the skill level (and degree of consistency, as applicable) for each learning activity item. Use the anchors in the scale to guide your rating of the student’s skill level for each item on a continuum from “0” (skill is not developed) to “10” (skill is mastered). Ratings on items for each semester can range from 0 to 10 depending on the student’s skill level. Please use the full scale from 0 to 10, as appropriate, to rate the skill level of the student regardless of the semester. For example, a student in the first semester can be rated an “8” on any item if that skill is fully developed and consistently demonstrated in practicum at that time. Conversely, a student in the fourth semester can be rated a “2” on any item if that skill is only beginning to develop at that time. Please note that for only the first semester (591), some learning activity items can be rated an N/A; all other items require a rating from 0 to 10. All items require a rating from 0 to 10 for the second, third, and fourth semesters (593 and 691/693).

Rating Scale:
0 = Skill is not developed
2 = Skill is beginning to develop
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<td>N/A = There was no opportunity for the student to demonstrate skills in this area.</td>
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Competency 1 – Demonstrate Ethical and Professional Behavior (Generalist Practice Behavior)

Social workers understand the value base of the profession and its ethical standards, as well as relevant policies, laws, and regulations that may affect practice with individuals, families, groups, organizations, and communities. Social workers understand that ethics are informed by principles of human rights and apply them toward realizing social, racial, economic, and environmental justice in their practice. Social workers understand frameworks of ethical decision making and apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize and manage personal values and the distinction between personal and professional values. Social workers understand how their evolving worldview, personal experiences, and affective reactions influence their professional judgment and behavior. Social workers take measures to care for themselves professionally and personally, understanding that self-care is paramount for competent and ethical social work practice. Social workers use rights-based, antiracist, and anti-oppressive lenses to understand and critique the profession’s history, mission, roles, and responsibilities and recognize historical and current contexts of oppression in shaping institutions and social work. Social workers understand the role of other professionals when engaged in interprofessional practice. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure relevant and effective practice. Social workers understand digital technology and the ethical use of technology in social work practice.

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Practice Behavior Evaluation

1a. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, and additional codes of ethics within the profession.

EXAMPLE: The student respects and promotes the right of clients to self-determination and assists clients in their efforts to identify and clarify their goals.

EXAMPLE: A student working in a business environment uses the NASW Code of Ethics to advocate for a safe and discrimination-free environment for an employee who prefers to be called by the pronouns “them” and “they.”

1b. Uses self-regulation and self-management to maintain professional roles and boundaries with clients, staff, and community stakeholders.

Micro EXAMPLE: The student puts aside their personal values about drug use when helping clients who experience substance use disorder.

Macro EXAMPLE: During a community town hall event, a student maintains their composure after being yelled at by an upset resident.

1c. Use technology ethically and appropriately to facilitate comprehensive care and equitable access to services.
Micro: The student employs telehealth, phone, or video call services professionally to offer counseling and support to clients who face difficulties accessing in-person services due to transportation or other barriers.

Macro: The student advocates for policy changes to increase access to telemedicine and mental health services, aiming to promote comprehensive care for all clients.

1d. Utilize supervision and consultation to guide professional judgment and behavior, integrating concepts of critical thinking, cultural humility, and anti-racist and anti-oppressive lenses to promote effective and ethical social work practice.

Micro/Macro EXAMPLE: The student uses supervision to critically reflect on countertransference.

Micro: The student demonstrates cultural humility by recognizing their biases and limitations and actively seeking to understand and respect their client's cultural backgrounds and identities.

Macro: The student applies an anti-racist and anti-oppressive lens in supervision by examining how societal structures and power dynamics impact their clients' lives.

1e. Demonstrates professional appearance.

Micro/Macro EXAMPLE: The student understands that the organization has a dress code and follows it accordingly.

1f. Demonstrates professionalism in oral communication.

Micro EXAMPLE: The student clearly shares information and resources with a client in a respectful manner.

Macro Example: When presenting during staff meetings, the student uses language that is culturally appropriate.

1g. Demonstrates professionalism in written (including electronic) communication/documentation.

Micro EXAMPLE: The student provides quality written notes in case records.

Macro Example: The student develops quality agency communications (brochures, newsletters, etc.).

1h. Demonstrates professionalism in electronic communication.

EXAMPLE: The student presents himself with professional salutations and good grammar when communicating via E-mail.

1i. Demonstrates accountability in meeting practicum placement requirements in a timely manner (i.e., attendance, paperwork, and assigned casework or projects).

Micro/Macro EXAMPLE: The student is punctual in submitting paperwork and assignments.

1j. Uses technology ethically and appropriately to facilitate practice outcomes.

Micro/Macro EXAMPLE: Student protects the privacy of the client’s records by following HIPAA requirements for the safekeeping of technology devices.
1k. Apply self-care strategies to attend to personal wellness.

Micro/Macro EXAMPLE: The student works with their supervisors to ensure that self-care is prioritized.

11. Understands the roles of other professionals and engages in interprofessional team practice.

Micro/Macro EXAMPLE: Student intern consults and coordinates with integrated health and/or behavioral health professionals to maximize optimal treatment outcomes and/or program development.

**Competency 1: Scores in red are not passing; scores in green are passing and within the expected range; scores in blue are passing but exceed the expected range**

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Comments (required for any rating in red and blue zones):

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**Competency 2 – Advance Human Rights and Social, Racial, Economic, and Environmental Justice**

Social workers understand that every person regardless of position in society has fundamental human rights. Social workers are knowledgeable about the global intersecting and ongoing injustices throughout history that result in oppression and racism, including social work’s role and response. Social workers critically evaluate the distribution of power and privilege in society in order to promote social, racial, economic, and environmental justice by reducing inequities and ensuring dignity and respect for all. Social workers advocate for and engage in strategies to eliminate oppressive structural barriers to ensure that social resources, rights, and responsibilities are distributed equitably and that civil, political, economic, social, and cultural human rights are protected.

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Specialized Practice Behavior Evaluation

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12/11/2023
2a. Advocate for human rights at the individual, family, group, organizational, and community system levels, applying cultural humility and an antiracist lens to the intersecting and ongoing injustices that result in oppression and racism.

Micro/Macro EXAMPLE: The student recognizes the economic, cultural, and political factors contributing to insufficient affordable housing for the clients being served by the practicum placement.

2b. Engage in practices that advance human rights and social, racial, economic, and environmental justice, while critically evaluating the distribution of power and privilege in society at all levels of practice (micro, mezzo, macro).

Micro Example: The student enters the room of a transgender client, but does not assume that their primary reason for referral is due to their gender identity. Rather, the student assesses the client’s primary concerns.

Macro Example: Student promotes voter registration in the community they serve.

### Competency 2: Scores in red are not passing; scores in green are passing and within the expected range; scores in blue are passing but exceed the expected range

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**Comments (required for any rating in red and blue zones):**

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### Competency 3 – Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Social workers understand how racism and oppression shape human experiences and how these two constructs influence practice at the individual, family, group, organizational, and community levels and in policy and research. Social workers understand the pervasive impact of White supremacy and privilege and use their knowledge, awareness, and skills to engage in anti-racist practice. Social workers understand how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity are understood as the intersectionality of factors including but not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that this intersectionality means that a person’s life experiences may include oppression, poverty, marginalization, and alienation, as well as privilege and power. Social workers understand the societal and historical roots of social and racial injustices and the forms and mechanisms of oppression and discrimination. Social workers understand cultural humility and recognize the extent to which a culture’s structures and values, including social, economic, political, racial, technological, and cultural exclusions, may create privilege and power, resulting in systemic oppression.
Specialized Practice Behavior Evaluation

3a. Integrate theory, research, and economic, social and cultural factors when engaging in advocacy strategies to promote social justice, economic justice, and human rights for clients of all ages and their families.

Micro/Macro Example: The student advocates for clients who do not get accepted into the transitional housing program at their agency’s case conference meeting.

3b. Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Micro Example: The student reflects on biases that arose during a session where a client disclosed feeling oppressed and discriminated against by the educational system.

Macro Example: Acknowledging the discrimination that clients with a Section 8 Voucher encounter while seeking affordable housing.

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Competency 4 – Engage in Practice-informed Research and Research-Informed Practice

Social workers use ethical, culturally informed, anti-racist, and anti-oppressive approaches in conducting research and building knowledge. Social workers use research to inform their practice decision making and articulate how their practice experience informs research and evaluation decisions. Social workers critically evaluate and critique current, empirically sound research to inform decisions pertaining to practice, policy, and programs. Social workers understand the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective. Social workers know how to access, critique, and synthesize the current literature to develop appropriate research questions and hypotheses. Social workers demonstrate knowledge and skills regarding qualitative and quantitative research methods and analysis, and they interpret data derived from these methods. Social workers demonstrate knowledge about methods to assess reliability and validity in social work research. Social workers can articulate and share research findings in ways that are usable to a variety of clients and constituencies. Social workers understand the value of evidence derived from interprofessional and diverse research methods, approaches, and sources.

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Specialized Practice Behavior Evaluation

4a. Apply research findings to inform and improve practice, policy, and programs, integrating ISW principles of ethical, culturally informed, anti-racist, and anti-oppressive approaches in conducting research and building knowledge.

Micro Example: The student utilizes the SAMSHA Evidenced-Based Practices Resource Center to select interventions for their clients to identify effective models for African-American women diagnosed with depression.

Macro Example: Student conducts a literature review of best practices on how to increase staff morale and presents key findings, including policy and program recommendations, to agency administration.

4b. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies to address inherent biases in quantitative and qualitative research methods, advancing the purposes of social work.

Micro Example: Students are able to identify the most appropriate Evidence-Based Intervention for their client.

Macro Example: Students are able to recognize and be sensitive to the effects of racism and bias in the design and findings of a research study.
Competency 4: Scores in **red** are not passing; scores in **green** are passing and within the expected range; scores in **blue** are passing but exceed the expected range

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Competency 5 – Engage in Policy Practice

Social workers identify social policy at the local, state, federal, and global level that affects wellbeing, human rights and justice, service delivery, and access to social services. Social workers recognize the historical, social, racial, cultural, economic, organizational, environmental, and global influences that affect social policy. Social workers understand and critique the history and current structures of social policies and services and the role of policy in service delivery through rights based, anti-oppressive, and anti-racist lenses. Social workers influence policy formulation, analysis, implementation, and evaluation within their practice settings with individuals, families, groups, organizations, and communities. Social workers actively engage in and advocate for anti-racist and anti-oppressive policy practice to effect change in those settings.

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5a. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services.

Micro/Macro Example: The student researches health care policies that impact the agency’s undocumented patients’ access to care.
5b. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice, considering the impact of historical and current contexts of oppression and inequalities on policy formulation and implementation.

Micro/Macro: A student advocates for access to work development programs for an underserved population accessing CalWORKS funding.

Competency 5: Scores in red are not passing; scores in green are passing and within the expected range; scores in blue are passing but exceed the expected range

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Competency 6 – Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of individuals, families, groups, organizations, and communities.

Social workers value the importance of human relationships. Social workers understand theories of human behavior and person-in-environment and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers are self-reflective and understand how bias, power, and privilege, as well as their personal values and personal experiences may affect their ability to engage effectively with diverse clients and constituencies. Social workers use the principles of interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

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Specialized Practice Behavior Evaluation

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6a. Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies.

Micro/Macro EXAMPLE: Understanding that the community’s mistrust of outsiders, the student takes time to build relationships and trust with community members.

6b. Use empathy, critical reflection, self-awareness, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Micro Example: During a therapeutic session, the student helps a client identify strategies that incorporate their faith with managing cognitive distortions.

Macro Example: The student surveys the agency’s clients to evaluate the effectiveness of their mental health service delivery.

**Competency 6: Scores in red are not passing; scores in green are passing and within the expected range; scores in blue are passing but exceed the expected range**

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**Competency 7 – Assess Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in culturally responsive assessment with clients and constituencies, including individuals, families, groups, organizations, and communities. Assessment involves a collaborative process of defining presenting challenges and identifying strengths with individuals, families, groups, organizations, and communities to develop a mutually agreed-upon plan. Social workers recognize the implications of the larger practice context in the assessment process and use interprofessional collaboration in this process. Social workers are self reflective and understand how bias, power, privilege, and their personal values and experiences may affect their assessment and decision making.
Specialized Practice Behavior Evaluation

7a. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies, recognizing the impact of diverse backgrounds and intersectionality on clients' experiences.

Micro Example: Student uses an ecomap and explores the client’s support system when preparing to transition to hospice care.

Macro Example: The student uses community mapping to identify gaps in childcare facilities for families with children ages 0-5.

7b. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan, integrating the concepts of empowerment and self-efficacy.

Micro Example: The student collaborates with the client to identify viable housing options.

Macro Example: The student ensures the inclusion of clients in the planning meeting for the design of a new program.

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**Competency 8 – Intervene with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior, person-in-environment, and other interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in selecting culturally responsive interventions with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of identifying, analyzing, and implementing evidence-informed interventions and participate in interprofessional collaboration to achieve client and constituency goals. Social workers facilitate effective transitions and endings.

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**Specialized Practice Behavior Evaluation**

<p>| 8a. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions and a multi-systemic approach to achieve client and constituency goals |</p>
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**Micro Example:** The student helps a client and their family identify support members that can attend an individualized educational planning meeting.

**Macro Example:** The student engaged various service providers to identify the most appropriate evidence-informed models to support families engaged in the probation system.

<p>| 8b. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies utilizing the concepts of interprofessional collaboration and social justice advocacy. |</p>
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**Micro Example:** The student engages their client’s family members and the medical team to ensure the client’s wishes are considered and incorporated into the care plan for their loved one with dementia.

**Macro Example:** The student ensures the intake procedure for new clients includes providing information about the grievance process.

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Competency 9 – Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of diverse individuals, families, groups, organizations, and communities. Social workers evaluate processes and outcomes to increase practice, policy, and service delivery effectiveness. Social workers apply anti-racist and anti-oppressive perspectives in evaluating outcomes. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers use qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

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Specialized Practice Behavior Evaluation

9a. Select and use culturally responsive methods for the evaluation of outcomes, integrating principles of equity and inclusion to determine the effectiveness of interventions and service delivery.

Micro Example: At the end of every session, the student asks the client to share feedback on the services being provided.

Macro Example: Student designs an evaluation tool that assesses the agency’s culturally responsive services.

9b. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities, incorporating evidence-based practice and continuous improvement.

Micro Example: The student evaluates the use of motivational interviewing techniques to determine if the client’s ambivalence has been resolved.
Macro Example: The student analyzes patient satisfaction survey results to identify successful service delivery.

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