

Student Instructions for Completing the Learning Agreement

1. Accessing your Learning Agreement Form:

- a. Log in to your SONIA account.
- b. Click on the Forms Tab.
- c. Select the Learning Agreement and Evaluation Form for the appropriate semester and click the red "Edit" button to begin editing your Learning Agreement.
 - i. Note: Please double check on the left side of the attached form that your correct field placement site is listed. If your current field placement agency is not listed, please contact the Field Office at field@msudenver.edu so we can correct the issue.

2. Completing the student portion of the Learning Agreement :

- a. The Learning Agreement contains the nine Council on Social Work Education competencies and the listed practice behaviors that students are expected to exhibit throughout their internship. Under each competency, you will write out your proposed learning activities that you plan to complete to meet the listed practice behaviors. These outlined learning activities will help you as a student and your supervisor(s) in completing the field evaluation later in the semester.
- b. The guidelines for completing the Learning Agreement are outlined on the far left, purple column in the instructions table on the form.

Instructions for completing this form:

Learning Agreement Instructions - * To be completed September 2019	Fall Student Self Evaluation Instructions - To be Completed November - December 2019	Fall Field Instructor and Task Supervisor (if applicable) Evaluation Instructions - To be Completed November - December 2019
Student: At the beginning of the semester, enter your learning activities for each competency, according to the guidelines below.	Student: The student rates themselves on all practice behaviors within each of the nine competencies in the blue sections of this form.	Field Instructor and Task Supervisor (if applicable): At the end of the semester, supervisor(s) will use the green column in each table to rate the intern on each of the practice behaviors under the 9

- c. Enter in information in all areas of the form that are purple and that have a pencil icon with a red asterisk * sign. You should refer to the competency description listed above the text boxes and the individual practice behaviors (PB) to develop your planned learning activities.



Learning Activities - Competency 1

Student description of learning tasks and time frame to be completed

Attend regularly scheduled board meetings - PB 1.1 and 1.4 (monthly)
Keep informal journal to document uncomfortable client interactions to discuss in supervision with supervisor - PB 1.2 and 1.3(weekly)
Complete agency training on making referrals to clients PB 1.5 (November)

Field Instructor and/or Task Supervisor feedback (optional)

Empty text box for field instructor feedback.

FFL feedback (optional)

Empty text box for FFL feedback.

3. Submitting the Learning Agreement

- a. Once you have added learning activities to all of the nine social work competencies, you will click on the "Student Learning Agreement 1st Submit" button to submit the Learning Agreement to your supervisor(s) for review.

*******Learning Agreement Submit buttons*******

Student: Click the "Student Learning Agreement 1st Submit" button below to send this form to your Field Instructor and/or Task Supervisor for review/approval. The form will show as 1 out of 4 steps completed once you click on the submit button.

Save Draft **Student Learning Agreement 1st Submit**

- b. Supervisors will review the learning activities that have been submitted and may enter feedback in the text boxes throughout the form.
- c. Once your supervisor(s) have added their feedback, they will submit the form back to you so that you may review the feedback and/or notify you that they approve the Learning Agreement.

Learning Agreement Comments

Field Instructor and/or Task Supervisor: I have reviewed this Learning Agreement with my student. <input type="radio"/> Yes <input type="radio"/> No	Faculty Field Liaison: I have reviewed this Learning Agreement. <input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> I accept this Learning Agreement as written. <input type="radio"/> I am requesting modifications.	<input type="radio"/> I accept this Learning Agreement as written. <input type="radio"/> I am requesting modifications.
If you are requesting modifications please describe them below. <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	If you are requesting modifications please describe them below. <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

- d. Once you have edited the Learning Agreement and incorporated the feedback you're your supervisor(s), you will click on the "Student Learning Agreement Final Submit" button to submit the form to your Faculty Field Liaison for final review.
- e. The Faculty Field Liaison will then either accept the Learning Agreement or will notify you if they are requesting further modifications. If you make edits after submitting the form to your Faculty Field Liaison, please email your FFL to notify them of this change.

Learning Agreement Comments

<p>Field Instructor and/or Task Supervisor: I have reviewed this Learning Agreement with my student. <input type="radio"/> Yes <input type="radio"/> No  *</p>	<p>Faculty Field Liaison: I have reviewed this Learning Agreement. <input type="radio"/> Yes <input type="radio"/> No  *</p>
<p><input type="radio"/> I accept this Learning Agreement as written.  *</p> <p><input type="radio"/> I am requesting modifications.  *</p>	<p><input type="radio"/> I accept this Learning Agreement as written.  *</p> <p><input type="radio"/> I am requesting modifications.  *</p>
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- f. Students, Agency Supervisors, and Faculty Field Liaisons will maintain communication to ensure that any edits to the Learning Agreement are made so that your learning activities meet the required practice behaviors.
- g. Notes:
 - a. You can track the progress of the form by looking at the "Completed Steps" indicated next to the Learning Agreement Form.
 - b. You may review your Learning Agreement at any time by going to the Forms tab in your Sonia account.
 - c. ***The evaluation portion of this form will be activated towards the end of the semester so that you and your supervisor(s) may evaluate you on your progress towards demonstrating mastery of the competencies and practice behaviors.

Please contact the Field Office at field@msudenver.edu if you have any questions or issues with the form.