

DUE TO FACULTY BY THE END OF THE THIRD WEEK OF THE QUARTER

***University of Cincinnati
School of Social Work
Learning Contract***

***MSW Field Instruction III, IV, V
Administration***

This learning contract is a working document between the student, field instructor, and faculty liaison. It will serve as a guide to the student's learning. After working jointly to complete it, the student and field instructor will submit it to the faculty liaison for further input. After any needed changes are made, it will be approved by the liaison.

This Contract is to be revised at the beginning of Field IV

I. Student _____

Agency _____ Field Instructor _____

School learning objectives for Field III, IV, & V:

- 1. Knowledge of and ability to apply management theories***
- 2. Knowledge of and ability to use organization design theories to improve organizational performance***
- 3. Knowledge of and ability to balance professional and bureaucratic demands and their influence on administration and direct services***
- 4. Ability to construct, interpret, and use agency policy***
- 5. Ability to use staff and other agency resources effectively and efficiently***
- 6. Ability to develop budgets and to acquire and manage fiscal resources***
- 7. Ability to develop and carry out personnel policies and practices***
- 8. Ability to plan, organize, and implement effective collaborative relationships with other service providers in the community***
- 9. Ability to use consultants, such as researchers and information experts, in administrative practice***
- 10. Ability to incorporate human diversity into administrative practice and to use administrative practice to support human diversity, self-determination, and social justice for employees***
- 11. Ability to design and implement social service programs***
- 12. Ability to develop and implement systematic procedures for evaluating practice and programs outcomes***
- 13. Ability to translate program outcome evaluative data into information that can be used to develop and improve client services***
- 14. Knowledge of management information systems (MIS) and ability to use data from the system in program planning***

4. Ability to construct, interpret, and use agency policy:

5. Ability to use staff and other agency resources effectively and efficiently:

6. Ability to develop budgets and to acquire and manage fiscal resources:

7. Ability to develop and carry out personnel policies and practices:

8. Ability to plan, organize, and implement effective collaborative relationships with other service providers in the community:

9. Ability to use specialists, such as researchers and information experts, in administrative practice:

10. Ability to incorporate human diversity into administrative practice and to use administrative practice to support human diversity, self-determination, and social justice for employees:

11. Ability to design and implement social service programs:

12. Ability to develop and implement systematic procedures for evaluating practice and program outcomes:

13. Ability to translate program outcome evaluative data into information that can be used to develop and improve client services:

14. Knowledge of management of information systems (MIS) and ability to use data from the System in program planning:

For Field Instructor to Fill Out

IV. What methods of assessment will be used to evaluate the student s progress? Please check all that apply.

A. Field Instructor will directly observe interactional process through:

- 1. Videotape _____ Required? _____ If Yes, how often? _____
- 2. Audiotape _____ Required? _____ If Yes, how often? _____
- 3. Co-treatment _____
- 4. Observation _____
- 5. Sitting in on meetings with Staff and Colleagues _____

B. Field Instructor will read written documents.

- 1. Case records _____
- 2. Process recordings _____ Required? _____ If Yes, how often? _____
- 3. Reports _____
- 4. Administrative documents _____

C. Subjective evaluation based upon discussion with student _____

D. Report of others:

Colleagues _____ Task Supervisor _____
 Clients _____ Community Citizens _____

E. If statistics will also be used to evaluate the student, complete the following:

of expected contacts _____ # of cases to be opened & closed _____
 Other (describe) _____

F. Please describe any other methods of assessment which will be used

This contract is a joint endeavor and has my final approval.

Revised 02-06-02

Faculty Liaison Signature

Date