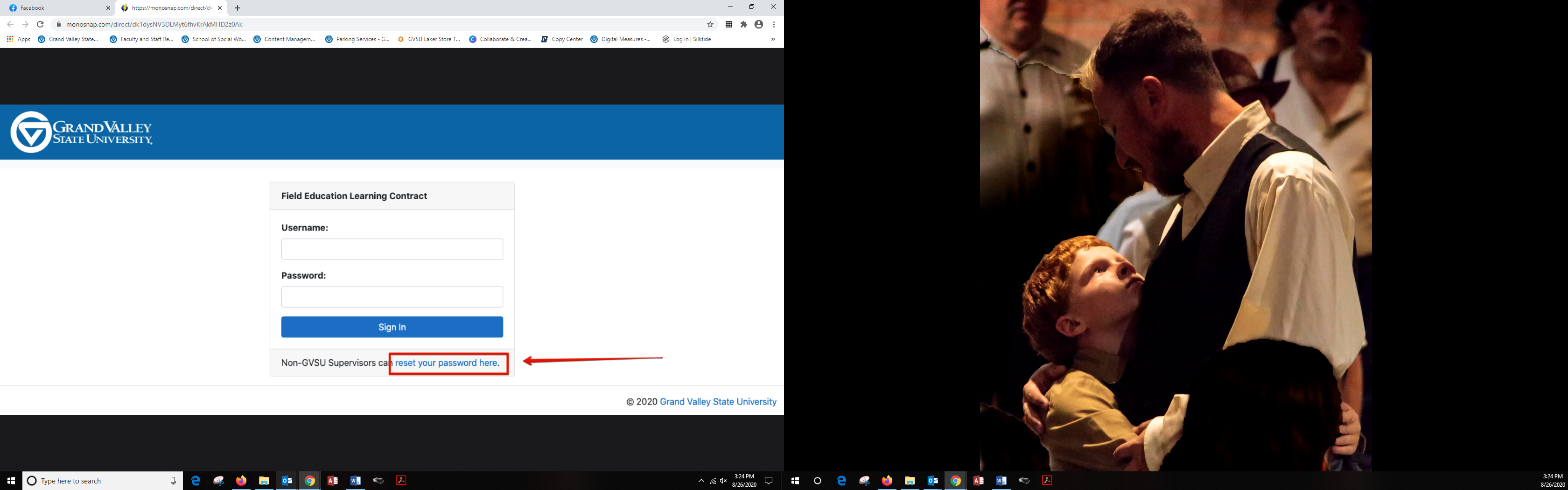
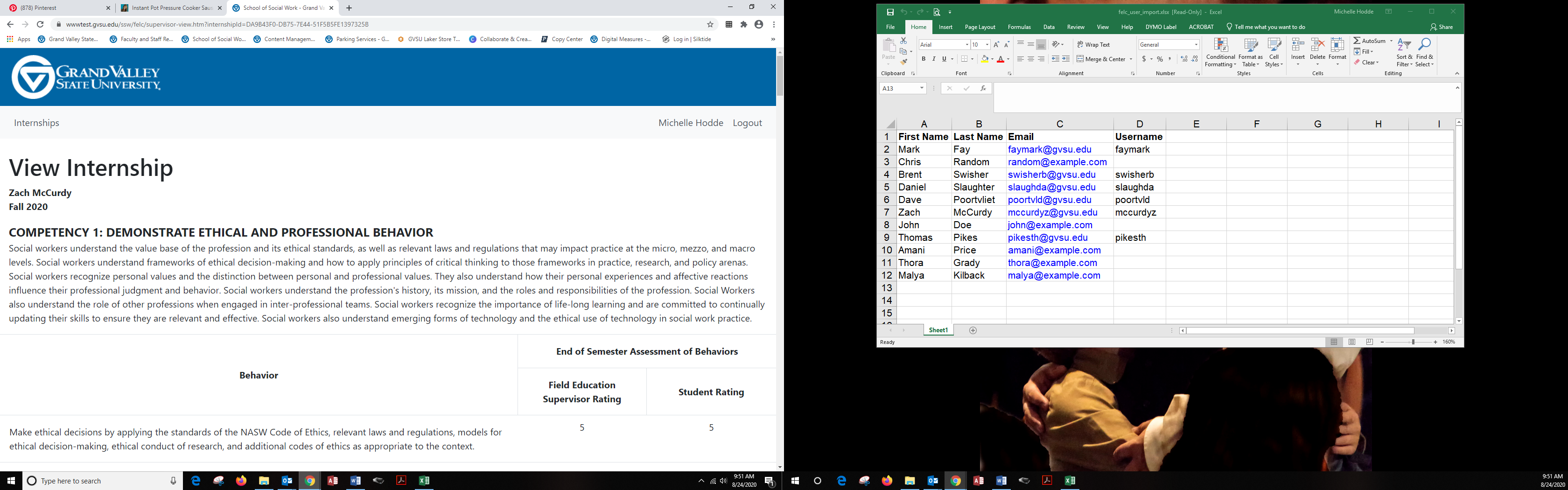
ELECTRONIC LEARNING CONTRACT INSTRUCTIONS – FIELD SUPERVISOR VIEW

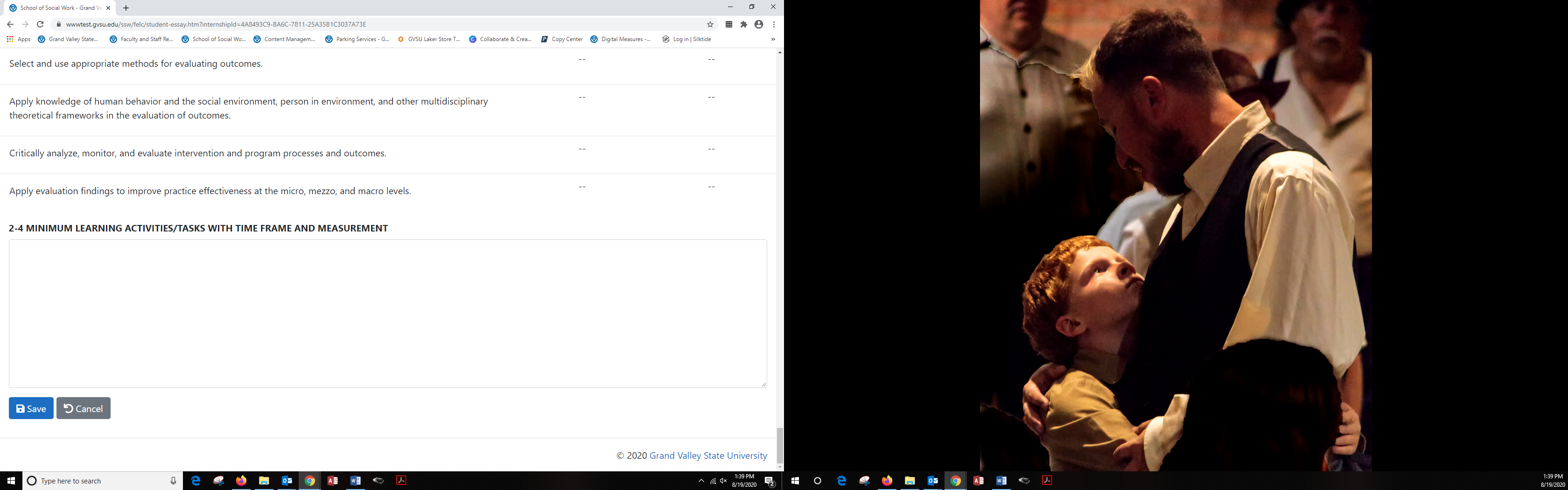
Your student will need to begin the process by logging in and creating the learning contract. Until they do, you will not have access to it. They should be doing this within the first two weeks of the semester. Once they begin the learning contract, you will be assigned as their Field Supervisor and will be able to log in to the system. The student does not need to complete the entire learning contract before you can see it, they only need to log in and start it. You will use your email as the username to log in to the site after clicking on the learning contract link here, (<https://www.gvsu.edu/ssw/felc/login.htm> ) or from the School of Social Work webpage under the Field Education tab, then either BSW or MSW Field Education Forms. For non-GVSU supervisors, click on the link to reset your password.



Once you log in, you will see a screen that looks like this:



Students will fill in the learning activities under each competency, and then review it with you. The document is able to be changed throughout the semester, so activities can be modified if needed.

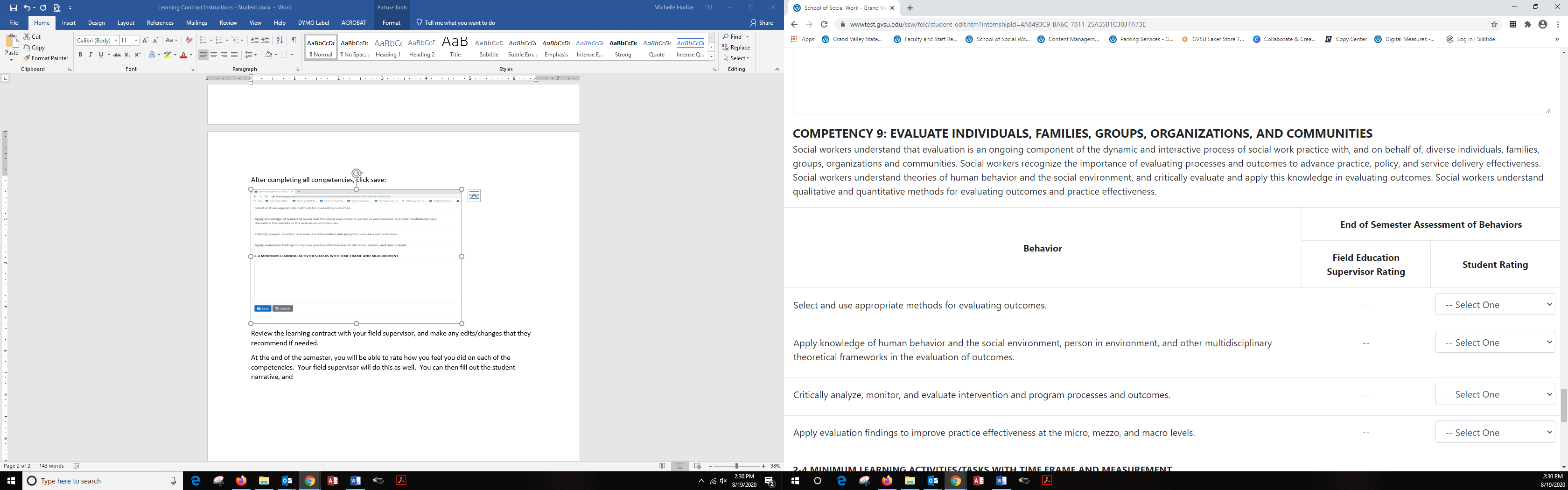


Evaluation Portion – End of Semester

At the end of the semester, the student will rate their progress on each of the competencies using the dropdown menu. You will also rate their progress using the Field Supervisor Rating Dropdown. This is the evaluation scale you and your student will use:

|  |  |
| --- | --- |
| Score | Definition |
| 1 | **Unacceptable Competence:** Student has not developed in relation to this behavior/competency. The student was unable to demonstrate a basic level of understanding and proficiency. Performance Improvement Plan required in collaboration with student’s Faculty Field Liaison. |
| 2 | **Minimal Competence:** Student is aware but is having difficulties, demonstrates minimal evidence of competence, growth, and change; unable to demonstrate an adequate level of understanding and proficiency. Performance Improvement Plan required in collaboration with student’s Faculty Field Liaison. |
| 3 | **Emerging competence:** Student meets baseline expectations and is working on progressing. The student has demonstrated an adequate level of understanding and proficiency. |
| 4 | **Competence:** Student demonstrates consistent growth and development, increased levels of understanding and proficiency. Able to function with independence. |
| 5 | **Advanced competence:** Student demonstrates a high degree of competence, understanding, and proficiency. Able to initiate and add significant value. |
| D | **Deferred:** Student has little or no opportunity to engage in activities that would develop this behavior. More than 2 scores of “D” in an evaluation results in a Performance Improvement Plan. No “deferred” allowed in the final semester of field education. |

Please note that the student rating and field supervisor rating dropdown menus will not be accessible until November 1. Here’s what it will look like on the screen:



Finally, please provide comments on your student’s professional development under Field Education Supervisor Narrative and check the appropriate box under recommendation for the future; then click save. Once you are finished, click submit. This will let the faculty field liaison know that you have completed the evaluation of your student’s learning contract.

