

ELECTRONIC LEARNING CONTRACT INSTRUCTIONS FOR FIELD SUPERVISOR

Student begins learning contract

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 begin the contract 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. It may take up to 24 hours for our professional support staff to go into the system and assign you as the supervisor. 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.

Supervisor initial login

Supervisors access the learning contract at this link, (<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. Your email is your username to log in to the site. The first time you access the system, you will need to create a password by clicking on the link to reset your password as shown in this screenshot:

The screenshot shows the login interface for the Field Education Learning Contract. At the top is the Grand Valley State University logo. Below it is a form titled "Field Education Learning Contract". The form contains two input fields: "Username:" and "Password:". Below these fields is a blue "Sign In" button. At the bottom of the form, there is a link that reads "Non-GVSU Supervisors can [reset your password here.](#)". A red arrow points to this link. The footer of the page includes the copyright notice "© 2020 Grand Valley State University".

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

The screenshot shows the Grand Valley State University logo at the top left. Below it, the word "Internships" is displayed. On the right, the user name "Michelle Hodde" and a "Logout" link are visible. The main heading is "View Internship". Below this, the name "Zach McCurdy" and the semester "Fall 2020" are listed. A section titled "COMPETENCY 1: DEMONSTRATE ETHICAL AND PROFESSIONAL BEHAVIOR" follows, containing a paragraph of text about social workers' ethical standards and professional behavior. At the bottom, there is a table with the following structure:

Behavior	End of Semester Assessment of Behaviors	
	Field Education Supervisor Rating	Student Rating

Saving your work

This system does not auto save. You will need to click the save button at the bottom of the page to save your work. If you do not click on save and you exit the system, you will lose what you entered.

Documentation of Learning Activities

Students will document the learning activities for each competency. Only students have access to enter learning activities. The document is able to be edited throughout most of the semester, so activities can be modified, if needed, until the evaluation is triggered. The evaluation date is set at the beginning of the semester by the field office. Once the evaluation is triggered, the learning activities are no longer able to be edited.

The screenshot shows a web browser window with the address bar displaying "wwwtest.gvsu.edu/ssw/felc/student-essay.htm?internshipid=4A8493C9-BA6C-7811-25A35B1C3037A73E". The page content includes a list of learning activities for the competency "Select and use appropriate methods for evaluating outcomes." The activities are:

- Apply knowledge of human behavior and the social environment, person in environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.
- Critically analyze, monitor, and evaluate intervention and program processes and outcomes.
- Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Below the list, there is a section titled "2-4 MINIMUM LEARNING ACTIVITIES/TASKS WITH TIME FRAME AND MEASUREMENT" followed by a large empty text area for student input. At the bottom of the page, there are "Save" and "Cancel" buttons.

Providing feedback/comments on learning activities

During the creation of the learning activities, you can review and provide feedback to the student on their learning activities by clicking on the green “Add Comment” icon. This is for the purposes of providing feedback to the student regarding their learning activities. Once the evaluation is triggered, the comments are deleted so that the final learning contract and evaluation has only the required components.

The screenshot shows a web browser window with the URL gvsu.edu/ssw/felc/faculty-edit.htm?internshipId=657726AC-F572-093F-6916BF3491495727. The page content includes:

- Three learning activity items:
 - Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.
 - Use technology ethically and appropriately to facilitate practice outcomes.
 - Use supervision and consultation to guide professional judgment and behavior.
- A section titled "3-5 MINIMUM LEARNING ACTIVITIES/TASKS WITH TIME FRAME AND MEASUREMENT" containing five numbered items:
 1. I will arrive on time, dress appropriately, use professional oral and written communication at all times throughout the semester.
 2. I will attend staff meetings and regularly participate in them throughout the semester, discussing any questions I may have with my supervisor.
 3. I will learn the agency's electronic records system and use with discretion, asking my supervisor any questions I may have. Complete by June 10, 2021.
 4. I will use supervision to identify professional development opportunities and challenges throughout the semester.
 5. I will recognize potential boundary conflicts within the practice setting and demonstrate appropriate boundaries throughout the semester.
- A "Comments" section with a green "Add Comment" button.
- A comment by "Deb Ronk - 8/18/21 10:31 AM" with "Edit" and "Delete" buttons.
- A section titled "COMPETENCY 2: ENGAGE DIVERSITY AND DIFFERENCE IN PRACTICE" with a paragraph of text.

The Windows taskbar at the bottom shows the date and time as 11:13 AM on 8/19/2021, and the weather as 80°F Mostly sunny.

Evaluation of the Learning Contract at the End of the Semester

On a pre-assigned date in July/November, the field supervisor evaluation/student self-evaluation will open. Each the student and supervisor will rate the student’s progress using the Rating Dropdown menu. 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.

COMPETENCY 9: EVALUATE 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 recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Behavior	End of Semester Assessment of Behaviors	
	Field Education Supervisor Rating	Student Rating
Select and use appropriate methods for evaluating outcomes.	--	-- Select One ▾
Apply knowledge of human behavior and the social environment, person in environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.	--	-- Select One ▾
Critically analyze, monitor, and evaluate intervention and program processes and outcomes.	--	-- Select One ▾
Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.	--	-- Select One ▾

The supervisor provides comments on the student's professional development under Field Education Supervisor Narrative and the supervisor needs to 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.

The final step is to sign the learning contract. You sign the contract by clicking on the “Sign Off” icon at the bottom of the learning contract.

gvsu.edu/ssw/felc/supervisor-edit.htm?internshipId=657726AC-F572-093F-6916BF3491495727

Field Education Supervisor Recommendation for the future (please provide feedback on areas of growth for the student)

Please select the appropriate recommendation

--Select Option

Save Sign Off Cancel

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The date that you “sign” the document will be recorded under “Field Supervisor Sign Off Date” and this is your electronic signature of the learning contract and evaluation.

gvsu.edu/ssw/felc/supervisor-view.htm?internshipId=657726AC-F572-093F-6916BF3491495727

Critically analyze, monitor, and evaluate intervention and program processes and outcomes.	4	5
Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.	5	4

2-4 MINIMUM LEARNING ACTIVITIES/TASKS WITH TIME FRAME AND MEASUREMENT

Student Narrative

I had a great year! I'm so appreciative of my supervisor. I learned so much and am ready to embark on the SW profession!

Field Education Supervisor Narrative

Great job

Field Education Supervisor Recommendation for the future

I suggest more attention to detail.

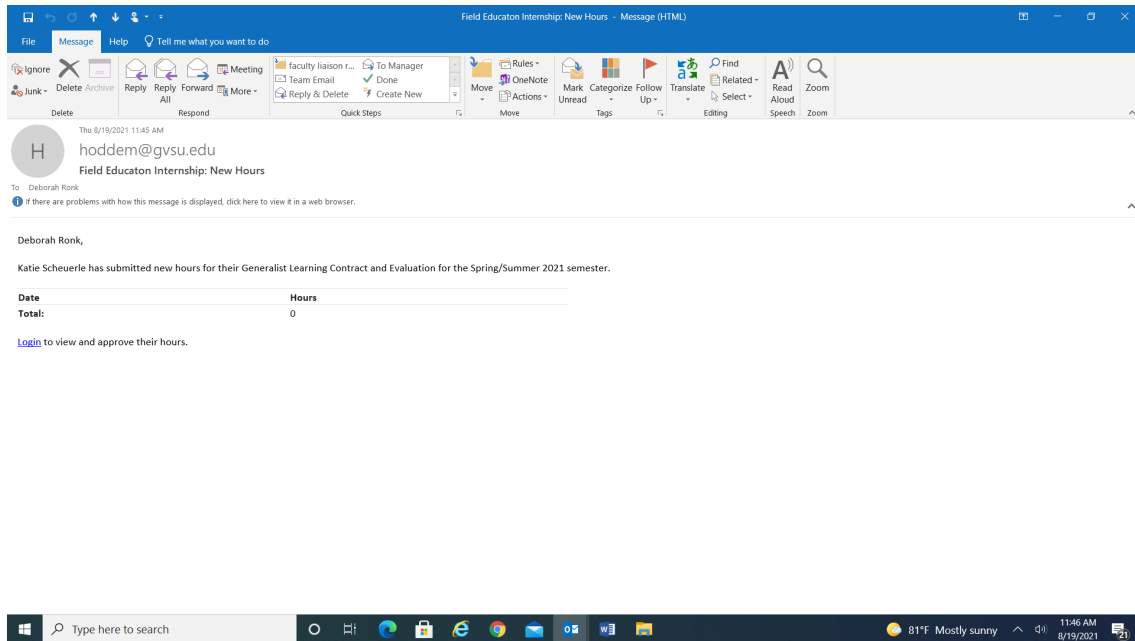
Student Sign-Off Date --

Field Education Supervisor Sign-Off Date 8/19/2021

Faculty Liaison Sign-Off Date --

Signing your intern's hours

Your intern will enter their hours into the system. When the student enters hours, they can elect to have you notified via email. From the email, click on “login” to review and sign the hours. This will take you directly to the hours page.



Hours are calculated by the system during the course of the semester and viewable by logging in and clicking on the green hours button:

