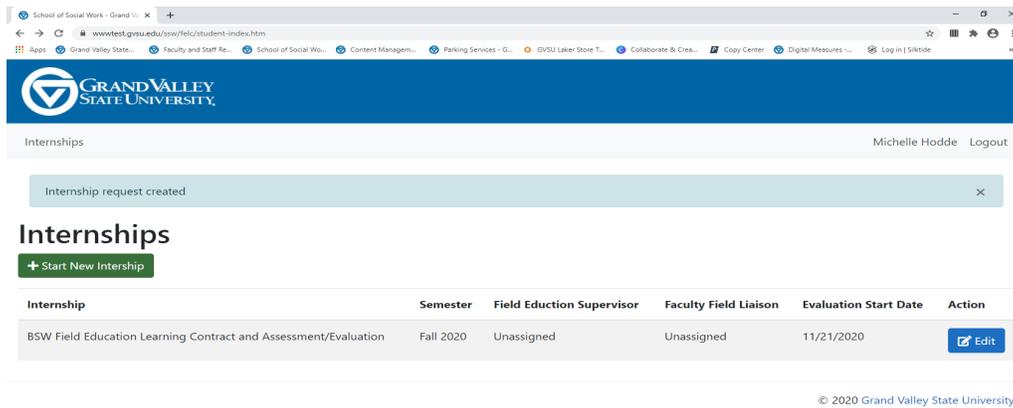


ELECTRONIC LEARNING CONTRACT INSTRUCTIONS FOR STUDENTS

Begin Learning Contract

You will use your Grand Valley username and password to log in to the site after clicking on the learning contract link (<https://www.gvsu.edu/ssw/felc/login.htm>) from the School of Social Work Field Education webpage. Please begin the learning contract within two weeks of the start of the semester. You do not need to completely finish it in that time, just need to log in and begin. Once you log in, you will see a screen that looks like this:



Select the Program/Learning Contract and Semester

Click on the green button that says "start new internship". Select the correct learning contract from the menu. If you are a BSW student or a regular status MSW student in Field Education I, select the Generalist Learning contract. For MSW students in Field Education II and III select the Advanced Practice learning contract. Please ensure you are selecting the correct semester.

Enter learning activities

Scroll down the page that says edit internship until you get to the learning activities for Competency One:

ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to the context.

Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations. --

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. --

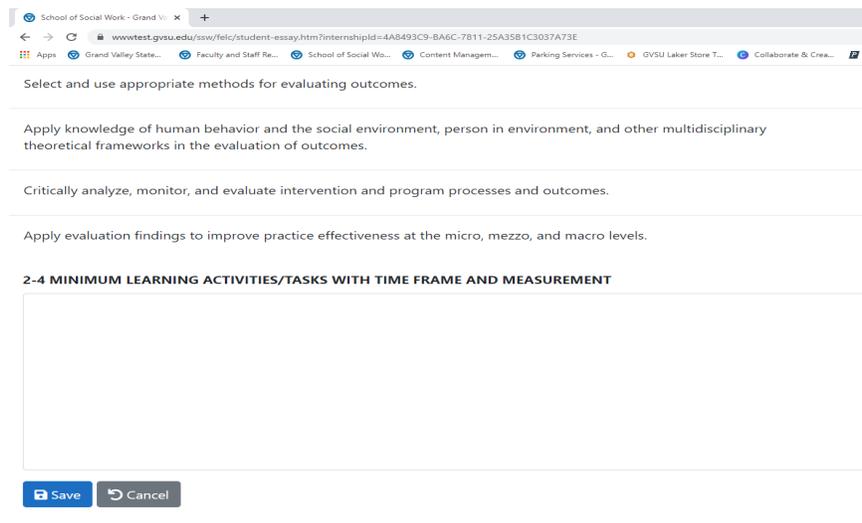
3-5 MINIMUM LEARNING ACTIVITIES/TASKS WITH TIME FRAME AND MEASUREMENT

COMPETENCY 2: ENGAGE DIVERSITY AND DIFFERENCE IN PRACTICE
Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensi

You'll find a text box to type in your learning activities. Only students are able to enter learning activities in the text box, your supervisor does not have access to enter learning activities. Type in learning activities for all nine competencies. You may stop and start working in this document; you don't have to type in all learning activities in one sitting, however you must save your work. You are able to edit learning activities until the evaluation is triggered close to the end of the semester. After the evaluation is triggered, the learning activities will no longer be able to be edited.

Saving Your Work

When finished working, click save. The icon to save is shown in the screen shot below. **THIS PROGRAM DOES NOT AUTO SAVE.** If you exit the program without saving, you will lose your work.

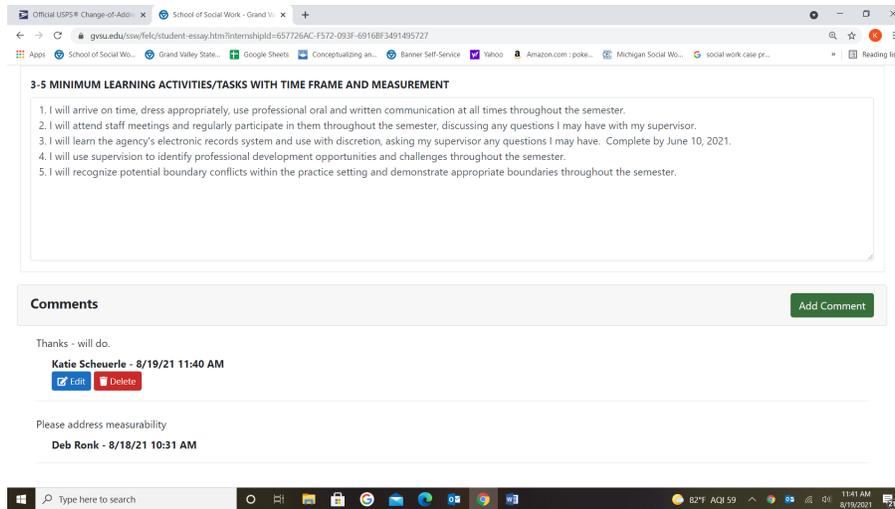


The screenshot shows a web browser window with the following content:

- Browser tabs: School of Social Work - Grand Valley State University
- Address bar: wwwtest.gvsu.edu/ssw/felc/student-essay.htm?internshipid=4A8493C9-BA6C-7811-25A3581C3037A73E
- Page content:
 - Text: Select and use appropriate methods for evaluating outcomes.
 - Text: Apply knowledge of human behavior and the social environment, person in environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.
 - Text: Critically analyze, monitor, and evaluate intervention and program processes and outcomes.
 - Text: Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.
 - Section header: 2-4 MINIMUM LEARNING ACTIVITIES/TASKS WITH TIME FRAME AND MEASUREMENT
 - Text box: A large empty text box for entering learning activities.
 - Buttons: A blue 'Save' button with a floppy disk icon and a grey 'Cancel' button with a circular arrow icon.

Comments/Feedback on Learning Activities

Your Field Supervisor and Faculty Field Liaison are able to view the learning activities and they are able to provide feedback by clicking on the "Add Comment" icon. You can comment back and forth until all are satisfied with the learning activities. Once the evaluation is triggered, the comments are deleted so that you have a copy of the learning contract and evaluation with only the required components.



Evaluation Portion – End of Semester

At the end of the semester, you will rate your progress on each of the competencies using the dropdown menu. Your field supervisor will rate your progress as well. This is the evaluation scale you and your supervisor will use:

Please note that the student rating and field supervisor rating dropdown menus will not be accessible until a few weeks prior to the end of the semester. This is what it will look like on the screen:

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 1: DEMONSTRATE ETHICAL AND PROFESSIONAL BEHAVIOR

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

Behavior	End of Semester Assessment of Behaviors	
	Field Education Supervisor Rating	Student Rating
Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to the context.	--	-- Select One
Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.	--	-- Select One
Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.	--	1 - Unacceptable competence 2 - Minimal competence 3 - Emerging competence 4 - Competence 5 - Advanced competence D - Deferred
Use technology ethically and appropriately to facilitate practice outcomes.	--	

Finally, please provide comments on your professional development and then click save. Once you are finished and ready to submit your learning contract, click submit.

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School of Social Work - Grand Valley State University

gvsu.edu/ssw/felc/student-edit.htm?internshipId=657726AC-F572-093F-69168F3491495727

Field Education Supervisor Narrative

Field Education Supervisor Recommendation for the future

Student Narrative (students reflect on their professional development during Field Education):

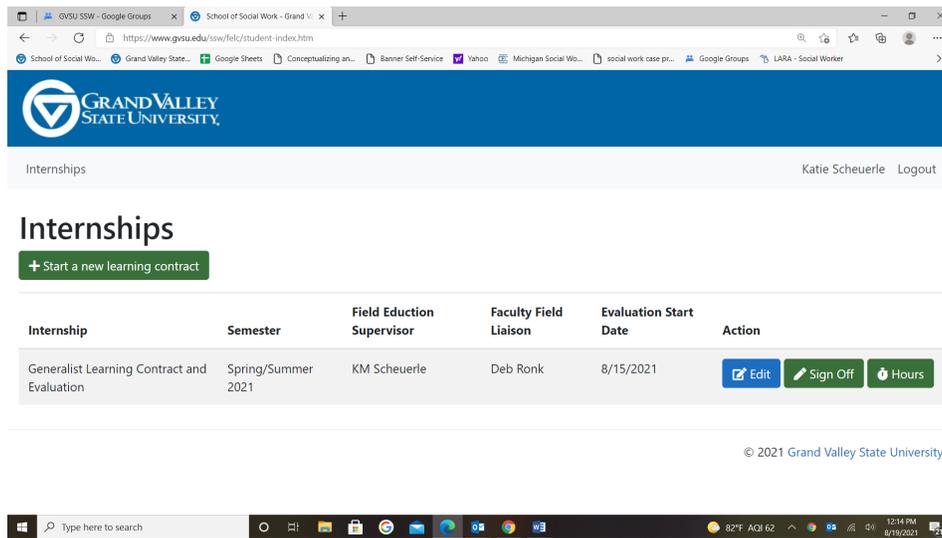
I had a great year! I'm so appreciative of my supervisor. I learned so much and am ready to embark on the SW profession!

Save Submit Cancel

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Signing the learning contract

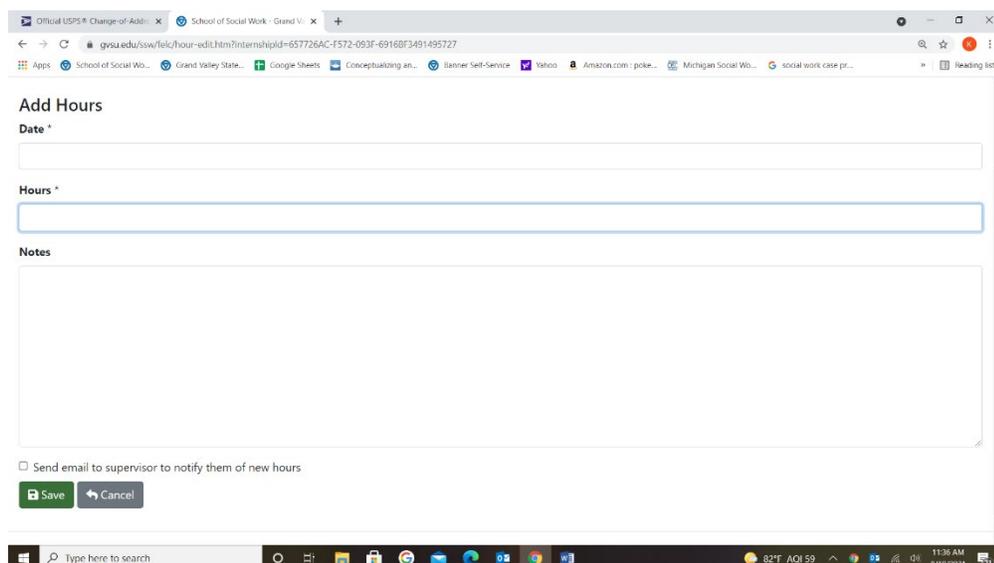
The final step is to sign the learning contact. You sign the contract by clicking on the “Sign Off” icon as shown below. Please note that you cannot sign-off until your field supervisor rates your progress for each competency and types their narrative/recommendation. You should receive an email notifying you when you are able to sign-off.



The screenshot shows the Grand Valley State University Internships portal. At the top, there is a blue header with the university logo and the name "GRAND VALLEY STATE UNIVERSITY". Below the header, the word "Internships" is displayed, along with a "Logout" link for "Katie Scheuerle". A green button labeled "+ Start a new learning contract" is visible. Below this is a table with the following columns: Internship, Semester, Field Education Supervisor, Faculty Field Liaison, Evaluation Start Date, and Action. The table contains one row for "Generalist Learning Contract and Evaluation" in "Spring/Summer 2021", supervised by "KM Scheuerle" and with a liaison of "Deb Ronk", starting on "8/15/2021". The "Action" column for this row contains three buttons: "Edit", "Sign Off", and "Hours". The "Sign Off" button is highlighted in green. At the bottom of the page, there is a copyright notice: "© 2021 Grand Valley State University".

Entering Hours

Students enter their field hours by clicking on the green “Hours” icon. You will enter the date and the number of hours you accrued on that date. Notes are optional. You can select the box to send your supervisor a notification that they have hours to sign/approve. You and your supervisor should agree to the frequency with which you email them to sign the hours. Click on the “Save” icon to save your hours. The program will maintain a running total of your hours for the semester.



The screenshot shows the "Add Hours" form in the Grand Valley State University Internships portal. The form has the following fields: "Date" (a text input field), "Hours" (a text input field), and "Notes" (a large text area). Below the "Notes" field, there is a checkbox labeled "Send email to supervisor to notify them of new hours". At the bottom of the form, there are two buttons: "Save" (highlighted in green) and "Cancel". The browser's address bar shows the URL: "https://www.gvsu.edu/ssw/felc/hour-edl.htm?internshipId=657726AC-F572-093F-6916BF3491495727". The Windows taskbar at the bottom shows the time as 11:36 AM on 8/19/2021.