

## HUMAN SERVICES PRACTICUM II (HUMS 295B) LEARNING AGREEMENT

The Learning Agreement identifies the agency activities in which the Human Services student will be participating during the semester. The specified activities are designed to meet the learning goals for the course.

### GOAL I. To Develop Interviewing and Intervention Skills

Following is a list of skills to be developed over the two-term practicum. The development of beginning competency in specific skills will vary according to the student and the placement. The list is meant to be a guideline.

#### FOCUS OF PRACTICUM I:

Interviewing Skills:	Active listening (attending, paraphrasing, clarifying, reflecting) Observing non-verbal behavior Summarizing Informing Explaining
Assessment Skills:	Gathering information Assessing strengths and problems Establishing intervention goals Establishing intervention plan

#### FOCUS OF PRACTICUM II:

Intervention Skills:	Supporting Limit setting Problem-solving process Provision of human services roles (as appropriate to student/agency) Caregiver Broker Counselor Teacher Rehabilitator Social Controller Advocate Mobilizer Group Facilitator
Information Management:	Collecting written information Recording written information

Activities with staff and clients to be completed: (Identify activities which will provide learning experience in interviewing and intervention skill development.)

<u>Type of Activity</u>	<u>HS Student Role</u>	<u>Skill to be Developed</u>

---

GOAL II: To Develop Professional Self

Activities to be completed:

- A. Learning Agreement
  - 1. Completion of Learning Agreement
  - 2. During supervision, on-ongoing assessment of progress toward meeting goals and activities.
  - 3. Written evaluation of performance and progress in accomplishing learning activities by Field Instructor/student.

B. Professional Supervision

1. On-going supervision to be provided by (name/title) \_\_\_\_\_  
\_\_\_\_\_ on (day/time) \_\_\_\_\_
2. On-going assessment of impact of personal perspective (values, beliefs, etc.) upon interactions with staff and clients.
3. On-going assessment of ability to understand:
  - a. Client functioning
  - b. Agency functioning
  - c. Impact of social conditions (economy, rules, regulations, etc.) upon client and agency functioning.

GOAL III: Increased Knowledge of Agency and Target Population and Service Provision

- A. Attendance at and participation in agency training activities, community/network meetings, or special events (at least three):
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- B. Completion of reading materials on agency's target population and services to this group (at least three):
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- C. Interagency/Community Activities
  1. \_\_\_\_\_
  2. \_\_\_\_\_

This Learning Agreement may be revised at any time by the mutual consent of student and Field Instructor.

\_\_\_\_\_  
Student Date Field Supervisor Date

UNIVERSITY OF ALASKA ANCHORAGE HUMAN SERVICES PROGRAM  
FIELD WORK LEARNING AGREEMENT

In signing this form you agree to the following:

1. The field supervisor, student, and practicum instructor will specify the activities in which the student will be involved in this Learning Agreement.
2. The Field Supervisor will furnish the Practicum Specialist with an up-to-date resume.
3. The agency will provide the necessary logistical support (e.g., adequate space) for the student during the course of the practicum.
4. The student will complete a minimum of 125 hours per term in the field placement agency.
5. For insurance purposes, and if the mechanism exists, the student will be processed as a (unpaid) volunteer.
6. The agency will provide supervision for the student in performance of the activities as specified in the learning agreement.
7. The student will be present at the agency during contracted times. If unable to attend, the student will notify the field supervisor.
8. The student and field supervisor will meet one hour per week to review learning experiences and progress.
9. The student is responsible for working within UAA Human Services policies and procedures, as well as the policies and procedures of the agency while in field placement. Any conflicts realized between policies should be brought to the attention of the field supervisor and practicum instructor immediately.
10. The practicum instructor, student and field supervisor will share responsibility for scheduling a timely conference should any conflicts or problems in the placement occur.
11. All three parties named in this learning agreement are bound by confidentiality in accordance with agency policy as well as the National Organization of Human Services Ethical Standards document (provided in the Field Instructor Handbook).
12. The student will not remove from the agency any identifying client information in the form of notes or other materials. Client assessments required as assignments will be disguised according to the guidelines provided by the instructors to ensure the client full confidentiality.
13. The student must not use his/her own vehicle for transporting clients **under any circumstances.**

14. If a student hears a client mention any incidents of child abuse or neglect, elder abuse or neglect, domestic violence, or assault; he/she will notify the Field Supervisor or agency staff immediately.
15. If a student hears a client mention any suicidal or homicidal thoughts or actions, he/she will notify the Field Supervisor or agency staff immediately.
16. Student participation in "counseling" groups as co-facilitators or co-leaders must be under the supervision of a staff member who is present during group meetings.
17. Students must not give clients his/her home phone number.
18. A student must not develop personal relationships with clients that go beyond the scope of the agency.
19. The Practicum Instructor will critique and grade all written assignments for the practicum.
20. At the end of each term the student and Field Supervisor will discuss and complete a written evaluation of the student's progress based upon the Learning Agreement. This evaluation may be shared with subsequent Field Supervisors.
21. This contract may be terminated at any time, by any party, for any reason upon proper written notification of all parties involved.

Field Supervisor: \_\_\_\_\_

Student: \_\_\_\_\_

Practicum Instructor: \_\_\_\_\_

Date: \_\_\_\_\_