

## HUMAN SERVICES PRACTICUM III (HUMS 495A) LEARNING AGREEMENT

Student \_\_\_\_\_ Date \_\_\_\_\_  
Agency name \_\_\_\_\_  
Agency address \_\_\_\_\_ Telephone \_\_\_\_\_  
Field Supervisor \_\_\_\_\_  
In absence of Field instructor Name of second contact: \_\_\_\_\_  
Scheduled time at Agency (Days/times) \_\_\_\_\_

The Learning Agreement identifies the agency activities in which the Human Services student will be participating during the semester. The specific activities are negotiated among the student, the Field Supervisor, and the Practicum Instructor and are designed to meet the learning goals for the course.

Supervision to be provided by:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
on (day/time) \_\_\_\_\_

Orientation activities to be completed:

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. \_\_\_\_\_
3. \_\_\_\_\_

IDENTIFIED AGENCY ACTIVITIES: These identified activities will provide learning opportunities for you to extend your personal and professional knowledge and skills.

Human Services

Type of Activity                      Student Role                      Skill to be Developed


The Student and Field Supervisor may revise this learning agreement at any time during the semester. The changes must be written, signed by both parties, and a copy must be given to the Practicum Instructor.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Field Supervisor Signature                      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 coordinator 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 instructor.
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: \_\_\_\_\_