

HUMAN SERVICES PRACTICUM I

The Human Services Department mission is to prepare Human Service generalists through a competency based, community oriented program encompassing classroom and practical learning opportunities.

LEARNING AGREEMENT

Student _____ Date _____
 Agency name _____
 Agency address _____ Telephone _____
 Field Supervisor _____
 In absence of Field Supervisor 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.

GOAL I: TO INCREASE STUDENT KNOWLEDGE BASE

Activities to be completed:

A. UNDERSTAND THE FIELD AGENCY AND TARGET POPULATION

1. Meeting with agency director/program coordinator:
 Name/title _____
 When _____
2. Attendance at minimum of two staff meetings, which occur
 day/time: _____ location: _____
3. Completion of the following reading materials about the agency's target population: (Identify at least three.)
 1. _____
 2. _____
 3. _____

B. COMMUNITY RESOURCES

1. Knowledge of two community resource directories relevant to target population.
 (List 2 directories) _____
2. Identification of major agencies interacting with field placement.
 (List major referring sources) _____

 (List major exit sources to which agency makes referrals after client has completed services) _____

GOAL II: TO DEVELOP PROFESSIONAL SELF

Activities to be completed:

A. LEARNING AGREEMENT

- 1. Student will coordinate meeting among self, Field Supervisor, and Practicum Instructor to negotiate Learning Agreement and will then submit completed document by assigned date.
- 2. Utilize supervision meetings to do an ongoing assessment of progress toward meeting goals and activities.
- 3. Submit written evaluation of performance and progress in accomplishing learning activities as assessed by Field Supervisor and student at end of semester.

B. PROFESSIONAL SUPERVISION

- 1. Ongoing supervision to be provided by Field Supervisor
Name/title _____
on day _____ time _____
- 2. Supervision will include ongoing assessment of impact of student's personal perspective (values, beliefs, etc.) upon interactions with agency staff and clients.
- 3. Supervision will include ongoing assessment of student's ability to understand:
 - a. Client behavior
 - b. Agency functioning
 - c. Impact of social conditions (i.e. the economy, regulations, rules) on client and agency functioning.

GOAL III: TO DEVELOP INTERVIEWING AND INTERVENTION SKILLS

Following is a list of skills that student will develop over the two term practicum. The development of beginning competency in specific skills will vary according to the student and the placement. This list is meant to be a guide for student and Field Instructor to use in developing this learning agreement. For additional skills, roles, and activities see pages 2-12 in the General Information section of this notebook.

INTERVIEWING SKILLS:

- Active listening (attending, paraphrasing, clarifying, reflecting)
- Observing non-verbal behavior
- Summarizing
- Leading
- Prompting
- SOLER
- Informing
- Explaining
- Open ended/closed ended questions
- Probing

ASSESSMENT SKILLS:

Gathering client information
Assessing strengths and problems
Establishing service/intervention goals
Establishing service/intervention plans
Recording client information

INTERVENTION SKILLS:

Supporting
Problem-solving process

Limit setting
SOLER

INTERVENTION ROLES:

Human Service intervention roles can be found on pages 2-12 in the General Information section of this notebook

INFORMATION MANAGEMENT:

Collecting written information
Recording written information
Sharing written information

STUDENT LEARNING ACTIVITIES:

Identify specific activities which student will complete with agency staff and clients that will provide learning experiences in Interviewing and Intervention skills development:

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

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

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 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: _____