**Learning Agreement Addendum, Spring Year**

University of Vermont

Department of Social Work

Practicum Education Program

**Directions:** Please add your text to the gray boxes throughout as applicable, and then respond to the reflective prompts in each of the Sections below. To use check boxes, click on the box you would like to select; when the “Check Box Form Field Options” dialog box opens, select “checked” under “Default Value” and hit “OK”. To uncheck the box, do the same, but select “unchecked” instead.

Student Name:      [ ]  BSW [ ]  FMSW [ ]  SPMSW

Liaison:

Field Instructor:

On-Site Supervisor (if applicable):

Agency/Program:

Changes to schedule/time off (if applicable):

**Context:** As noted in the course syllabus, the beginning of the Spring semester offers the opportunity for revisions and updates to the original Learning Agreement assignment (Learning Agreement Addendum, or LAA). This document also offers an opportunity for students and Field Instructors to utilize their deepening relationship over time to reflect further together on the student’s learning and growth since the beginning of the academic year and also to highlight any challenges or specific goals to collaborate on moving forward. Again, it is expected that the student is the primary author of this work, but that the Field Instructor and On-Site Supervisor (if applicable) are consulted in this process and that all parties (including the On-Site Supervisor, if applicable) have worked conjointly on the completion of this assignment prior to submission.

**Specifics:** *Using the headings below, please respond to each of the new prompts as directed.* Prior to doing so, you and your Field Instructor (and On-Site Supervisor, if applicable) will need to review together both the feedback you received from your Liaison on your original Learning Agreement, as well as the December Evaluation that you completed at the end of Fall semester.

**Section One: Agency/Organization/Program Description**

* Briefly, please **share how your understanding of the agency/placement you have been embedded within has changed or deepened since the beginning of the academic year.**
* In the original Learning Agreement (LA) assignment, you were asked to list any questions you have about the agency/organization/program or the work that you hoped to have answered by the end of the placement/academic year.
	+ **What have you learned since then that helps to inform your understanding in response to these questions?**

* + What questions do you still have, or what new questions have emerged for you now that you have been immersed in the field for some time?

**Section Two: Relationship to the Work**

* In the original Learning Agreement assignment, you were asked to write about your relationship to the work.
	+ How does this look to you now? **Please share some brief reflections on what you have learned about yourself and your relationship to the work since the beginning of the academic year.**

* + What are some of your strengths that you have noticed you are bringing into the work?

* + What personal blind spots or biases have you uncovered? Now that you have awareness of these, how will they inform your work moving forward?

**Section Three: Engagement Assignments**

Using the sections below, please note any Learning Agreement Engagement Assignments that have been Revised, Removed or Added. If there are no changes to one or some of these sections, just write “N/A.”

**NOTE: As with the original Learning Agreement assignment, all 9 social work competencies, and all areas requisite areas of practice (Individuals, Families, Groups, Organizations and Communities) should be covered within the scope of your engagement assignments.**

**If a specific competency and/or area of practice was missing from your original LA, it should be included in your LAA as new content.**

* **Any Engagement Assignments *Revised***
	+ Using the below format, please note any of your initial Learning Agreement Engagement Assignments that have been *revised*.
		- **Engagement Assignment #X (Original):** [Cut and paste original Engagement Assignment text, including the competencies and methods of evaluation, in its entirety from your Learning Agreement.]
		- **Engagement Assignment #X (Revised):** [Include revised description of the engagement assignment with changes notated somehow (such as in italics, bold, another color, highlighted, etc.).
			* As above, include the associated competencies and methods of competency evaluation (even if these have not been changed).
	+ If there are no changes, just write “N/A.”

* **Any Engagement Assignments *Removed***
	+ Please identify any Engagement Assignments from your original Learning Agreement that have been Removed and share a brief rationale as to why.
	+ If there are no changes here, just write “N/A.”

* **Any Engagement Assignments *Added***
	+ Using the same format as in your initial Learning Agreement (*Engagement Assignment Description, Related Learning Objectives/Social Work Competencies,* and *Process for Determining Student Progress/Evaluative Plan*), please note any added tasks.
		- Give each new engagement assignment its own number (continue numbering from your initial Learning Agreement).
	+ If there are no changes here, just write “N/A.”

* **Of the 9 social work education competencies referenced in your Engagement Assignments, are there any that feel particularly challenging to meet? Why?**

**Section Four: Supervision**

* What does your formal supervision structure currently look like (e.g., with whom, how often, etc.)? Please consider supervision with both your Field Instructor (MSW or BSW) and your On-Site Supervisor, if applicable.

* + How have you found yourself challenged to learn/grow from these meetings?

* + If you need something more/different from supervision, what goals might you and your Field Instructor and/or On-Site Supervisor collaboratively work towards achieving with regards to this?

**Section Five: Student Safety Agreement**

* In your original Learning Agreement assignment, you were asked to review and discuss safety protocols with your Field Instructor. **Please share some examples of how you have come to make sense of what “safety” looks like in the context of your field placement.**

**Section Six: Monetary Compensation**

* **Identify any arrangements between you and your placement agency in which you will receive monetary compensation.** If not applicable, please write “N/A.”

**Other: December evaluation review**

* This prompt was included on the December evaluation: “Please spend some time getting specific about your goals for your work moving forward—both as a student and as a Field Instructor/student dyad. Please give voice to what’s going well and to any lingering concerns. Consult the initial Learning Agreement to see if revisions are needed.”
	+ Please review your answers to this prompt (or the December evaluation as a whole if responses to the prompts were condensed/summarized) and be sure to incorporate pertinent aspects of this conversation into the document above.
	+ If anything discussed during the December conversation does not neatly fit into the six sections above, but feels useful to note in this document nonetheless, please include them here in this section.

**Pre-Submission Checklist**

* Please include this checklist at the very end of your LAA, just before the signatures, and indicate that you agree to all of the following.
* If you answer “No” to any of these items, please go back into your document to make changes as needed.
* If you are unable to make relevant changes, please include a brief note of explanation in the indicated section below.

[Directions: To use check boxes, click on the box you would like to select; when the “Check Box Form Field Options” dialog box opens, select “checked” under “Default Value” and hit “OK”. To uncheck the box, do the same, but select “unchecked” instead.]

[ ]  Yes [ ]  No 1.) My Field Instructor, On-Site Supervisor (if applicable) and I have *reviewed and discussed* the original Learning Agreement (LA) document together, making note of any substantive changes.

[ ]  Yes [ ]  No 2.) My Field Instructor, On-Site Supervisor (if applicable) and I have specifically reviewed the feedback from my Liaison on the original LA for the purposes on integrating relevant information into this document.

[ ]  Yes [ ]  No 3.) My Field Instructor, On-Site Supervisor (if applicable) and I have specifically reviewed my December evaluation for the purposes on integrating relevant information into this document.

[ ]  Yes [ ]  No 4.) My Field Instructor, On-Site Supervisor (if applicable) and I have determined that *all 9* of the Learning Objectives/Social Work Competencies (including research and policy) are still covered within the scope of the amended Learning Agreement (original + addendum).

[ ]  Yes [ ]  No 5.) My Field Instructor, On-Site Supervisor (if applicable) and I have determined that my engagement assignments reflect some semblance of *all requisite areas of practice:* Individual, Family, Group, Organizational and Community.

[ ]  Yes [ ]  No 6.) I have thoughtfully and comprehensively recorded all changes (Revisions, Additions, Removals) to content of the original Learning Agreement document here.

[ ]  Yes [ ]  No 7.) I have thoughtfully and comprehensively considered all reflection questions contained in the sections above, and have discussed these with my Field Instructor (and On-Site Supervisor, if applicable) in order to formalize my answers for the purposes of this assignment.

[ ]  Yes [ ]  No 8.) This document has been *reviewed, assessed and approved* by my Field Instructor (and On-Site Supervisor, if applicable) prior to Signatures and submission.

[ ]  Yes [ ]  No 9.) The Signatures section includes signatures from all parties: the student, On-Site Supervisor (if applicable) and Field Instructor before final submission.[ ]

*Note (if applicable):*

**Signatures:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

On-Site Supervisor (if applicable) Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Field Instructor Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Liaison Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Practicum Education Coordinator Date

**Appendix A.**

**Format and Examples for Section 3: Engagement Assignments**

Note: Please use headers as noted below. You may use this appendix as a template, if you like, adding your information here and then cutting and pasting your work into the above. Please delete this Appendix (Format and Examples) if unchanged, or any remaining text after modifying/cutting/pasting, prior to submitting your final assignment.

***Revised Content***

**Engagement Assignment #5 (Original):** [Cut and paste original Engagement Assignment text in its entirety from your Learning Agreement.]

**Engagement Assignment #5 (Revised):** [Include revised description of the engagement assignment with changes notated, as well as associated competencies and methods of competency evaluation. For example, italic text, bold text, highlighted text, etc.]

*Example:*

*[****Engagement Assignment #5 (Original):*** *I will conduct research (with subsequent service provider interviews as needed) with regards to Housing Programs (and other relevant services) in other states. I will produce a literature review of the research I obtain. I will also include recommendations or a next steps section in the literature review.*

***Related Learning Objectives/Social Work Competencies:***

* *Engage in research-informed practice and practice-informed research (Competency 4)*
* *Engage with individuals, families, groups, organizations, and communities (Competency 6)*

***Process for Determining Student Progress/Evaluative Plan:*** *My literature review will be evaluated by both my on- and off-site supervisors. I will self-reflect upon my practice growth throughout this process. Upon completion of the literature review, I will also present my findings and recommendations at our program’s weekly workgroup.*

**Engagement Assignment #5 (Revised):** I will conduct research related to national housing programs and other relevant services, but will produce, *in addition to a literature review, a policy brief that includes recommendations or next steps, which will be used as “Talking Points” at the agency’s annual Legislative Advocacy Day at the Vermont State House.*

**Related Learning Objectives/Social Work Competencies:**

* Engage in research-informed practice and practice-informed research (Competency 4)
* Engage in policy practice (Competency 5)
* Engage with individuals, families, groups, organizations, and communities (Competency 6)

**Process for Determining Student Progress/Evaluative Plan:**

No change.]

***Removed Content***

**Engagement Assignment #2 (Original):** [Cut and paste original Engagement Assignment text in its entirety.]

**Engagement Assignment #2 (Removed) explanation:** Provide a brief explanation as to why this content has been removed from your Learning Agreement.

*Example:*

*[****Engagement Assignment #2 (Original):*** *I will participate in the Empower Program by jointly developing curriculum with staff at the HOPE Works organization. I will then meet with individual clients to facilitate life skills education relevant to housing search and retention, building/establishing credit, credit repair, budgeting, and financial self-sufficiency.*

***Related Learning Objectives/Social Work Competencies:***

* *Advance human rights and social, economic, and environmental justice (Competency 3)*
* *Engage with individuals, families, groups, organizations, and communities (Competency 6)*
* *Assess individuals, families, groups, organizations, and communities (Competency 7)*

***Process for Determining Student Progress/Evaluative Plan:***

*I will request feedback from program participants (as appropriate), HOPEWorks staff, my direct work colleagues, and my on- and off-site supervisors with regards to my direct practice, communication skills, leadership, and professionalism while co-facilitating this program. I will self-reflect upon my practice growth throughout this process. I will work with program participants to identify at the beginning of the program their level of education relevant to housing, credit and/or credit repair and budgeting and throughout the program to see if their grasp of concepts has increased.*

***Engagement Assignment #2 (Removed) explanation:*** *Grant funding for the program has not been renewed with the new fiscal year; as such, the collaborating agency is not making program continuation a priority and we will no longer be working jointly.]*

***Added Content***

**Engagement Assignment #6:** [Describe the new engagement assignment using the same format as in your original Learning Agreement (e.g., description, competencies and evaluative plan), as if you were adding it to the original document.]

*Example:*

*[****Engagement Assignment #6:*** *I will attend various political hearings and sit in on meetings related to current or future policies concerning housing, and will observe the political process to examine the implications behind various policies and their consequences for organizations like her field agency. If presented with the opportunity, I will work with my Field Instructor to prepare for testifying and advocate on behalf of agency clients.*

***Related Learning Objectives/Social Work Competencies:***

* *Engage in policy practice (Competency 5)*

***Process for Determining Student Progress/Evaluative Plan:*** *I will write a summary about each meeting/hearing I attend, including both relevant content and self-reflective thoughts. I will provide these write-ups to my on- and off-site supervisors for further supervision discussion. If I have the opportunity to testify, I will both reflect on my practice and solicit direct feedback from my on-site supervisor and work colleagues (if appropriate) to further discuss in supervision.]*