

**LOYOLA UNIVERSITY  
SCHOOL OF SOCIAL WORK  
STUDENT LEARNING AGREEMENT**

The student learning agreement is designed to specifically outline learning goals and tasks that will assist the student with fieldwork. Please note that each site and level of internship provides various learning opportunities.

**Instructions:** The intern and the field instructor complete this form as part of the supervision process. This form should be returned by the student to Brenda Lee, 12<sup>th</sup> floor of Lewis Towers or to Ms. Lee via fax to 312-915-7645. The form is due no later than one month after the student intern begins his/her field placement. NOTE: This form **MUST** be completed and returned at the appropriate time for any grade to be issued for a fieldwork placement.

Student:        Name \_\_\_\_\_  
                    Home Phone \_\_\_\_\_  
                    Fieldwork Phone \_\_\_\_\_  
                    Email \_\_\_\_\_  
                    Level: BSW \_\_\_\_\_    5 Year \_\_\_\_\_    1<sup>st</sup> Year \_\_\_\_\_  
  2<sup>nd</sup> Year \_\_\_\_\_    Advanced Standing \_\_\_\_\_

Agency:        Organization Name \_\_\_\_\_  
                    Department \_\_\_\_\_  
                    Address \_\_\_\_\_  
                    City \_\_\_\_\_    State \_\_\_\_\_    Zip Code \_\_\_\_\_  
  
                    Field Instructor \_\_\_\_\_  
                    Telephone \_\_\_\_\_  
                    Email \_\_\_\_\_  
  
                    Internship Coordinator (If different) \_\_\_\_\_  
                    Telephone \_\_\_\_\_  
                    Email \_\_\_\_\_

Loyola University:  
                    Field Liaison Name \_\_\_\_\_

I.        Briefly Describe Arrangements for Supervision.

Schedule for Weekly Appointments (minimum one hour supervision)

Day \_\_\_\_\_    Time \_\_\_\_\_

Additional Supervision/ Teaching Opportunities (please check)

- Group Supervision
- Team Meeting with Case Review
- In-service Training Program
- Additional Comments

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II. Please review the following guidelines for learning experiences in the field and check specific objectives for each (Section 1- Required learning experience; Section 2-5 Specific learning experiences related to the site):

1. Required orientation of the student to the agency/institution and the community. Please specify how the following orientation tasks are covered.

- Tour of site and introduction of student to site staff
- Introduction and clarification about population served
- Introduction to policy and procedures
- Introduction to site responses to emergencies including procedures for at-risk clients –suicidal, homicidal, danger to others...)
- Introduction and clarification of NASW Code of Ethics
- Introduction and clarification of HIPPA requirements
- Other

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2. Anticipated Observational Learning Opportunities. (Note: Client Systems refer to the individual, group, family, organization, and/or community).

- Assessment Interview
- Individual Counseling
- Case Management
- Group Counseling
- Family Counseling
- Home Visits
- Client Education
- Milieu Treatment

\_\_\_\_\_ Other \_\_\_\_\_

Comments \_\_\_\_\_

3. Anticipated Direct Learning Experiences

\_\_\_\_\_ Assessment Interviews

\_\_\_\_\_ Individual Counseling

\_\_\_\_\_ Case Management

\_\_\_\_\_ Group Counseling

\_\_\_\_\_ Family Counseling

\_\_\_\_\_ Home Visits

\_\_\_\_\_ Client Education

\_\_\_\_\_ Milieu Treatment

\_\_\_\_\_ Other \_\_\_\_\_

Comments \_\_\_\_\_

4. Anticipated Professional Development Learning Opportunities

\_\_\_\_\_ Progress Notes

\_\_\_\_\_ Psycho-Social Report

\_\_\_\_\_ Discharge Summary

\_\_\_\_\_ Collateral Contact with other Sites

\_\_\_\_\_ Collateral Contact with other Professionals

\_\_\_\_\_ Client Resource Development

\_\_\_\_\_ Opportunity to apply knowledge about the relationship  
between practice, programs and policies. \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

Comments \_\_\_\_\_

5. Anticipated Intern Skill Development

- Process Recording
- Audio Tapes with client written permission
- Role playing
- Development of Team Membership Skills
- Specific basic counseling skills that the student needs to develop.

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Individualized experiences for development of the professional, providing a base from which students can begin on a practice level to identify the values and purposes of the profession

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Specific professional skills that the student needs to develop

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II. In addition to the end of the semester evaluations, how will the student and the supervisor continue to update the student's progress and develop new learning goals?

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III. Please note if the student is under any specific warnings at this time that could result in the student being terminated from this site.

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IV. Field Liaison Contact Requested

- Telephone Contact
- Site Visit
- Other. Please specify: \_\_\_\_\_

***For the student intern:***

I have read, understand and agree to fully comply with the NASW Code of Ethics as part of my internship and educational pursuit within Loyola University Chicago's School of Social Work.

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

***For the Field Instructor:***

LUC School of Social would like to extend our appreciation for your contribution to the educational development of our social work interns and to our fieldwork program. Please sign this learning agreement to acknowledge your involvement in the discussion and development of this plan.

Field Instructor Signature: \_\_\_\_\_

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