



Educational Contract *Worksheet* Foundation Year Students

Who this is for: All MSW students entering their first year field placement.

What's the purpose of this Worksheet: This worksheet is a tool to use with your field instructor. Bring it with you to supervision. It will help you and your field instructor to identify practice activities for your Educational Contract. The Worksheet is optional, and you are not required to submit it.

How to use this Worksheet:

- Step 1: Read the FAQs (p. 2). Then read the descriptions of the 9 CSWE Competencies and the criteria you will be evaluated on later this year in your field placement (pp. 3-11).
 - Step 2: With your field instructor, brainstorm practice activities that you plan on doing in your field placement this year. *The activities need to align with one or more of the CSWE Competencies.* To help identify practice activities, the bottom of this sheet lists [Example Practice Activities](#) that align with each Competency (pp.12-15). You can use the example activities exactly as they are, modify them, or come up with new activities.
 - Step 3: For each Competency (pp. 3-11), write-in 2-4 practice activities. Writable text boxes are provided at the bottom. Some practice activities can count for more than one Competency. In these cases, list the practice activity under each Competency that it aligns with.
 - Step 4: Make sure your field instructor has a copy of your completed Worksheet. They can copy and paste the practice activities you two identified (pp.3-11) directly into your official Educational Contract, which they will submit online.
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Important Note: This Worksheet is *not* your Educational Contract. It is a form to help you and your field instructor complete your Educational Contract. Your official Educational Contract will be submitted online by your field instructor.

FAQs

What is a Competency?

The Competencies are what our accrediting body, the Council on Social Work Education (CSWE), have identified as the expected outcomes of a social work education/degree. There are 9 Competencies that all MSW students in all schools of social work must be evaluated on. “Social work competence is the ability to integrate and apply social work knowledge, values and skills to practice situations in a purposeful, intentional, and professional manner to promote human and community well-being.” – CSWE 2015 EPAS Glossary

What is a practice activity?

A planned activity, project, or task that you will complete during your field placement. The practice activity may be ongoing (e.g., use supervision to explore issues of professional ethics) or they may be time-limited (e.g., engage in nonpartisan voter registration before midterm elections). You and your field instructor identify the practice activities you will engage in and list them in your Educational Contract.

How do the Competencies connect to practice activities?

Your mastery of the Competencies is demonstrated through specific practice activities at your internship/practicum. It is important that the practice activities that you and your field instructor select align with the Competencies. This will help ensure that you have an opportunity to learn, practice, and improve on the 9 Competencies throughout the year. It will also help your field instructor to complete your evaluation, because they will have observed you engage in activities, projects, and tasks that relate to each Competency.

How will I be assessed?

You will be assessed on how well you demonstrate your mastery of a specific Competency in the identified activity. For example, you may demonstrate Competency 1 (ethical and professional behavior) in a staff meeting. The staff meeting is the activity and you are assessed on how well you demonstrate professional behavior in the staff meeting. Let’s say that at this staff meeting you were presenting some recent research on a clinical intervention. Then, the staff meeting could also be used to assess Competency 4 (practice informed research/research informed practice). You would be separately assessed under Competency 4 for how well you demonstrated the components of this Competency. It’s possible that you are at different levels of mastery for different competencies, so you could receive a different score on different competencies for the same activity.

When will I be assessed?

You will be assessed two times this year, once midway through your field placement (winter) and once near the end of your field placement (spring).

Competency 1: Demonstrate ethical and professional behavior

Description of Competency

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

Criteria Students will be Assessed on in Fall/Spring Evaluations (shortened versions, which will appear in your evaluation, are in blue):

- [\[Make ethical decisions\]](#) make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- [\[Use reflection and self-regulation to maintain professionalism\]](#) use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- [\[Demonstrate professional demeanor\]](#) demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- [\[Use technology ethically and appropriately to promote practice outcomes\]](#) use technology ethically and appropriately to facilitate practice outcomes; and
- [\[Make use of supervision and consultation\]](#) use supervision and consultation to guide professional judgment and behavior.



Write-in Practice Activities (make sure they align with 1 or more criteria above):

Practice Activity 1	Click or tap here to enter text.
Practice Activity 2	Click or tap here to enter text.
Practice Activity 3 (optional)	Click or tap here to enter text.
Practice Activity 4 (optional)	Click or tap here to enter text.

Competency 2: Engage diversity and difference in practice

Description of Competency

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

Criteria Students will be Assessed on in Fall/Spring Evaluations (shortened versions, which will appear in your evaluation, are in blue):

- [\[Apply and communicate understanding of diversity and difference\]](#) apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- [\[Engage clients / constituencies as experts\]](#) present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- [\[Manage biases and values when working with diverse clients / constituencies\]](#) apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies



Write-in Practice Activities (make sure they align with 1 or more criteria above):

Practice Activity 1	Click or tap here to enter text.
Practice Activity 2	Click or tap here to enter text.
Practice Activity 3 (optional)	Click or tap here to enter text.
Practice Activity 4 (optional)	Click or tap here to enter text.

Competency 3: Advance human rights and social, economic, and environmental justice

Description of Competency

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

Criteria Students will be Assessed on in Fall/Spring Evaluations (shortened versions, which will appear in your evaluation, are in blue):

- [Advocate for human rights at individual and system levels] apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- [Advance social, economic and environmental justice] engage in practices that advance social, economic, and environmental justice.



Write-in Practice Activities (make sure they align with 1 or more criteria above):

Practice Activity 1	Click or tap here to enter text.
Practice Activity 2	Click or tap here to enter text.
Practice Activity 3 (optional)	Click or tap here to enter text.
Practice Activity 4 (optional)	Click or tap here to enter text.

Competency 4: Engage in practice-informed research and research-informed practice

Description of Competency

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multidisciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

Criteria Students will be Assessed on in Fall/Spring Evaluations (shortened versions, which will appear in your evaluation, are in blue):

- [\[Engage in research that is informed by practice\]](#) use practice experience and theory to inform scientific inquiry and research;
- [\[Critically analyze research methods and findings\]](#) apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- [\[Use research evidence to improve practice, policies, and service delivery\]](#) use and translate research evidence to inform and improve practice, policy, and service delivery.



Write-in Practice Activities (make sure they align with 1 or more criteria above):

Practice Activity 1	Click or tap here to enter text.
Practice Activity 2	Click or tap here to enter text.
Practice Activity 3 (optional)	Click or tap here to enter text.
Practice Activity 4 (optional)	Click or tap here to enter text.

Competency 5: Engage in policy practice

Description of Competency

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

Criteria Students will be Assessed on in Fall/Spring Evaluations (shortened versions, which will appear in your evaluation, are in blue):

- [Identify social policy that impacts well-being, service delivery, and access to social services] Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- [Assess how policies impact service delivery and access] assess how social welfare and economic policies impact the delivery of and access to social services;
- [Analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice] apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.



Write-in Practice Activities (make sure they align with 1 or more criteria above):

Practice Activity 1	Click or tap here to enter text.
Practice Activity 2	Click or tap here to enter text.
Practice Activity 3 (optional)	Click or tap here to enter text.
Practice Activity 4 (optional)	Click or tap here to enter text.

Competency 6: Engage with individuals, families, groups, organizations and communities

Description of Competency

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Criteria Students will be Assessed on in Fall/Spring Evaluations (shortened versions, which will appear in your evaluation, are in blue):

- [\[Apply person-in-environment knowledge to engage clients / constituencies\]](#) apply knowledge of human behavior and the social environment, person-in-environment, and other multi-disciplinary theoretical frameworks to engage with clients and constituencies; and
- [\[Use empathy and interpersonal skills to engage clients / constituencies\]](#) use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.



Write-in Practice Activities (make sure they align with 1 or more criteria above):

Practice Activity 1	Click or tap here to enter text.
Practice Activity 2	Click or tap here to enter text.
Practice Activity 3 (optional)	Click or tap here to enter text.
Practice Activity 4 (optional)	Click or tap here to enter text.

Competency 7: Assess individuals, families, groups, organizations and communities

Description of Competency

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

Criteria Students will be Assessed on in Fall/Spring Evaluations (shortened versions, which will appear in your evaluation, are in blue):

- [Use data and critical thinking to interpret client / constituency information] collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- [Apply person-in-environment knowledge when assessing clients / constituencies] apply knowledge of human behavior and the social environment, person-in-environment, and other multi-disciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- [Develop mutually agreed-on intervention goals and objectives based on assessment of client / constituency] develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- [Select appropriate intervention strategies based on research and client / constituency preferences] select appropriate intervention strategies based on the assessment research knowledge, and values and preferences of clients and constituencies.



Write-in Practice Activities (make sure they align with 1 or more criteria above):

Practice Activity 1	Click or tap here to enter text.
Practice Activity 2	Click or tap here to enter text.
Practice Activity 3 (optional)	Click or tap here to enter text.
Practice Activity 4 (optional)	Click or tap here to enter text.

Competency 8: Intervene with individuals, families, groups, organizations and communities

Description of Competency

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration.

Criteria Students will be Assessed on in Fall/Spring Evaluations (shortened versions, which will appear in your evaluation, are in blue):

- [Critically choose and implement interventions that enhance client / constituency capacities] critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- [Apply person-in-environment knowledge in interventions] apply knowledge of human behavior and the social environment, person-in-environment, and other multi-disciplinary theoretical frameworks in interventions with clients and constituencies;
- [Collaborate inter-professionally as appropriate] use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- [Advocate on behalf of diverse clients / constituencies] negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- [Facilitate effective transitions and endings] facilitate effective transitions and endings that advance mutually agreed-on goals.



Write-in Practice Activities (make sure they align with 1 or more criteria above):

Practice Activity 1	Click or tap here to enter text.
Practice Activity 2	Click or tap here to enter text.
Practice Activity 3 (optional)	Click or tap here to enter text.
Practice Activity 4 (optional)	Click or tap here to enter text.

Competency 9: Evaluate practice with individuals, families, groups, organizations and communities

Description of Competency

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Criteria Students will be Assessed on in Fall/Spring Evaluations (shortened versions, which will appear in your evaluation, are in blue):

- [Use appropriate evaluation methods] select and use appropriate methods for evaluation of outcomes;
- [Apply person-in-environment knowledge when evaluating outcomes] apply knowledge of human behavior and the social environment, person-in-environment, and other multi-disciplinary theoretical frameworks in the evaluation of outcomes;
- [Critically analyze and evaluate intervention and program processes and outcomes] critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- [Apply evaluation findings to improve practice effectiveness at micro, mezzo, and macro levels] apply evaluation findings to improve practice effectiveness at the micro, mezzo. and macro levels.



Write-in Practice Activities (make sure they align with 1 or more criteria above):

Practice Activity 1	Click or tap here to enter text.
Practice Activity 2	Click or tap here to enter text.
Practice Activity 3 (optional)	Click or tap here to enter text.
Practice Activity 4 (optional)	Click or tap here to enter text.

Example Practice Activities

FIRST YEAR FIELD PLACEMENT

The 9 Competencies

- C1:** Demonstrate ethical and professional behavior
- C2:** Engage diversity and difference in practice
- C3:** Advance human rights and social, economic, and environmental justice
- C4:** Engage in practice-informed research and research-informed practice
- C5:** Engage in policy practice
- C6:** Engage with individuals, families, groups, organizations and communities
- C7:** Assess individuals, families, groups, organizations and communities
- C8:** Intervene with individuals, families, groups, organizations and communities
- C9:** Evaluate practice with individuals, families, groups, organizations and communities

Example Practice Activity	The Competency(ies) that the Practice Activity Aligns With								
	C1	C2	C3	C4	C5	C6	C7	C8	C9
Reflect in writing and supervision on differences between personal and professional reactions to clients and colleagues.	✓								
Maintain documentation of practice in accordance with agency policies and procedures.	✓								
Be aware of agency policies and procedures.	✓								
Be aware of agency policies on social media and beware of the implications of its use.	✓								
Participate in social work professional organizations, such as NASW.	✓								
Establish career development goals and plans.	✓								
Take initiative for developing an agenda for supervisory meetings.	✓								
Use supervision, process recordings, meeting analysis and/or other instruments to identify the values that inform assessment, interventions, and the problem-solving process.	✓	✓							
Critically examine the NASW Code of Ethics and identify the implication of any aspects that could create challenges in practice.	✓	✓							
Review the Code of Ethics of other social work organizations.	✓	✓							
Develop and conduct a personal values inventory.	✓	✓							
Consider the challenges in working with clients/or agency staff who engage in unethical behaviors.	✓	✓							
Identify agency policies that create ethical dilemmas and propose potential problem solving processes.	✓								
Use process recordings to reflect on personal communication style, values, and biases.	✓	✓							

Example Practice Activity	The Competency(ies) that the Practice Activity Aligns With								
	C1	C2	C3	C4	C5	C6	C7	C8	C9
Use supervision and process recordings to identify and explore issues of professional ethics.	✓	✓							
Create a hierarchy of values in situations that pose ethical dilemmas.	✓								
Conduct a cultural competence assessment of the placement agency with reference to <i>NASW Standards and Indicators for Cultural Competence</i> .		✓							
Work with clients or communities of diverse racial, ethnic, and social class background.		✓							
Identify instances in which intern's own cultural background or privilege results in personal biases and values.		✓							
Identify the values and assumptions that influence judgments and decision making in professional situations.		✓							
Use supervision to critically discuss power and privilege and how it can affect your practice.		✓							
Review and critique agency intake and assessment tools.			✓				✓		
Review and assess agency on multicultural and diversity issues.		✓	✓						
Advocate for a client or community.			✓						
Apply concept of human rights and social and economic justice during supervision and in written materials.			✓						
Research institutional challenges and constraints faced by client populations.			✓		✓				
Consider the impact of restrictions on human rights and opportunities.			✓						
Serve on a committee that advances human rights and social and economic justice.			✓		✓				
Testify at or attend a legislative public hearing related to human rights and economic justice.			✓		✓				
Help a group engage in advocacy for themselves or for their community.			✓		✓				
Visit client's community and visualize their journey.		✓	✓						
Sit in lobby of your agency. Are the posters and notices in their spoken language? Are the pictures reflective of their heritage? Read the agency's mission statement and annual report. What does it inform you about the agency? Discuss in supervision and determine possible ways to improve agency's engagement with clients.			✓			✓			
Participate in an advocacy group.			✓		✓				
Locate articles on a client or agency issue, and apply them to practice issues discussed in supervision.				✓		✓			
Develop an intervention plan using an evidence-based model or process.				✓		✓			
Develop a design to measure practice outcomes.				✓					
Participate in agency research projects.				✓					✓

Example Practice Activity	The Competency(ies) that the Practice Activity Aligns With								
	C1	C2	C3	C4	C5	C6	C7	C8	C9
Develop research questions that address practice problems.				✓					
Use supervision to identify and assess policy issues affecting clients.					✓		✓		
Report on a policy issue to agency staff.					✓				
Assess the differential impact of policies on diverse populations.					✓				
Propose a policy initiative.					✓			✓	
Plan for and participate in the implementation of a policy initiative.					✓				
Engage in nonpartisan voter registration/education/outreach activities.			✓		✓	✓			
Assist in addressing political issues or a policy change.					✓				
Write letters on an issue of concern to client population.			✓		✓	✓			
Organize client participation in policies that affect them.			✓		✓	✓			
Research NASW legislative policy priorities.					✓				
Monitor a bill that affects the host agency and its clients or community.					✓				
Develop a strategy to engage the community or organization.						✓			
Articulate the working agreement and identify contributions of worker and of clients or client systems.						✓			
Use supervision to discuss and determine strategies to engage organizations and communities.						✓			
Use supervision to discuss and determine what policies might deter engagement.					✓	✓	✓		
Use discussion and role play to develop empathy and understanding of client strengths and challenges.		✓				✓			
Visit places that will increase understanding of the clients' environmental context.		✓					✓		
Use eco maps and similar tools to facilitate assessment and intervention goals.						✓	✓		
Read additional materials provided by the agency pertinent to assessment to supplement classroom knowledge.							✓		
Identify the theories and knowledge that informs assessment.							✓		
Prepare a supervision agenda each week to review each assignment.							✓		
Compile a list of information or resources needed to achieve client goals.			✓				✓		
Use supervision to understand the major social change strategies used in community organizing and select the models in appropriate and effective ways to assess organizations, neighborhoods and communities.							✓		
Assess the differential impact of policies on diverse populations.							✓	✓	
Use supervision to identify and assess policy issues affecting clients.							✓		

Example Practice Activity	The Competency(ies) that the Practice Activity Aligns With								
	C1	C2	C3	C4	C5	C6	C7	C8	C9
Use supervision to identify and assess the proper intervention.							✓	✓	
Identify the theories and knowledge that informs interventions.								✓	✓
Read additional materials provided by the agency pertinent to intervention to supplement classroom knowledge.								✓	
Determine community capacity and challenges to effective grassroots organizing							✓		
Read additional materials provided by the agency pertinent to evaluation to supplement classroom knowledge									✓
Evaluate efficacy of treatment plan and interventions; identify barriers to process with clients or client groups									✓
Using strategic planning objectives-measure the effectiveness of agency policies									✓
Use organization's mission statement and annual report to identify constituents for involvement in organization's evaluation									✓
Identify measureable outcomes									✓
Identify existing measures or instruments to evaluate outcomes									✓
Develop survey/evaluation tool									✓
Assist with ongoing evaluation activities at your placement									✓
In supervision, discuss potential ways evaluation can improve service delivery and practical barriers to conducting evaluations.									✓
Apply knowledge from research course to propose an evaluation plan for a program or service at your agency									✓
Use a single-system design to evaluate one of your client's outcomes over the course of treatment									✓