



Educational Contract *Worksheet*

Advanced Year IGFP Students

Who this is for: All Individuals, Groups, and Families Practice (IGFP) students entering their second 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.12-14). 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 completed 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 complexities of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at micro and mezzo levels. Social workers identify ethical dilemmas and understand frameworks for resolving them. Social workers have an in-depth awareness of their personal values and are able to negotiate differences between their own values and those of the profession. Social workers understand their differential professional roles and responsibilities in various practice settings and when working in inter-professional teams. They are committed to life-long learning and have the ability to access information regarding best practices.

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

- [\[Effectively use supervision to promote ethical practice\]](#) Social workers identify and use strategies for gaining knowledge about what comprises ethical practice, including effective use of supervision.
- [\[Use critical thinking to negotiate value conflicts and resolve ethical dilemmas\]](#) Social workers engage in critical thinking to negotiate value conflicts and resolve ethical dilemmas.



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 identity as the intersection of multiple personal and social factors and are able to apply this knowledge to practice. They recognize that these differences are characterized by differential power and privilege, and develop enhanced awareness regarding their own positionality. They approach differences from a stance of cultural humility and engage clients as experts on their own experiences, viewing the client-worker relationship as a means for client self-empowerment. They recognize the impact of culture on clients' explanations of well-being and help-seeking behavior.

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

- [\[Identify feelings and beliefs related to own positionality in work with clients\]](#) Identify feelings and beliefs related to their own positionality as it relates to their work with clients.
- [\[Identify how power and privilege influence worker-client dynamics and client system dynamics\]](#) Identify how power and privilege influence the dynamics both between the worker and client system and between members of various client systems within the context of larger social forces.
- [\[Explore and navigate the impact of client-worker differences on the working relationship\]](#) Explore and navigate the impact of client-worker differences on the working relationship.



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 are committed to furthering human dignity and worth. Social workers reframe client needs as rights and address the social, economic and environmental determinants of client well-being. They act to promote clients' fundamental rights and access to resources. Social workers are transparent about their own roles and power within the client-worker relationship.

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

- [\[Ensure clients sufficiently understand services to make informed consent\]](#) Ensure that clients understand the services offered and provide consent to the fullest extent possible given individual and system constraints.
- [\[Acknowledge and build on client systems' strengths and resilience\]](#) Acknowledge and build on client systems' strengths and resilience.



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 know how to conduct systematic searches of the empirical literature to respond to specific practice questions. They critically analyze the strengths and the limitations of the literature. They apply this knowledge base skillfully to their practice in a way that takes into account the practice context and the values and preferences of the client system. They engage in practice-informed research.

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

- [\[Formulate a specific, answerable research question based on work with the client system\]](#)
Formulate a specific, answerable research question that emerges from their work with a client system.
- [\[Use research evidence to select appropriate interventions with individuals, groups and families\]](#) Use research evidence to select appropriate interventions with individuals, groups and families.
- [\[Engage in practice-informed research.\]](#) Engage in practice-informed research.



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 critically appraise the agency, local, state, and federal policies that shape the lives of client systems in their practice settings. They analyze the impact of these policies on clients and reflect on patterns of client experiences that reveal the need for systems change. They are able to formulate effective strategies for policy change in collaboration with clients and colleagues.

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

- [\[Identify social and/or organizational policies that impact client well-being and access to services\]](#) Identify the social and/or organizational policies that impact client well-being and access to services.
- [\[Assess how the impact of social and/or organizational policies align with social work values\]](#) Assess the extent to which the impact of social and/or organizational policies – both intended and unintended – align with social work values.
- [\[Identify social and/or organizational policies that can be targeted for change\]](#) Identify the social and/or organizational policies that can be targeted for change.



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 recognize the central importance of the relationship between worker and client system as a foundation for the work over time. Social workers demonstrate the capacity for differential use of self in engaging with client systems. They use awareness of their own personal experiences and affective reactions to enhance their engagement with diverse client systems and to promote client self-determination.

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

- [\[Develop differential anticipatory empathy in preparation for practice\]](#) Develop differential anticipatory empathy in preparation for practice with individuals, groups and families.
- [\[Apply bio-psycho-social-spiritual theories of human behavior to identify salient aspects of the client's experience to facilitate engagement\]](#) Apply bio-psycho-social-spiritual theories of human behavior to identify salient aspects of the client's experience that may facilitate client engagement in the relationship.



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 assess risk and protective factors, individual and system dynamics, strengths, and resilience of client systems, drawing on a range of behavioral, cognitive, affective, spiritual, cultural, environmental and neurological indicators. They employ assessment frameworks that are culturally and developmentally relevant for the client system. They use principles of developmental and ecological theory in their assessments at the micro, mezzo and macro levels across the lifespan, with attention to the impact of organizational and systemic factors. Social workers explore the meanings clients attach to their life experiences, their level of effective adaptation to life situations, and their readiness for change. They also assess patterns of communication, role distributions, norms and sanctions, and collective phases of development in groups and families. Social workers value the ethical responsibilities of consent and confidentiality in the assessment process, and balance the respect for privacy with the need to disclose and intervene to prevent harm to the client or others. They engage in self-reflection to identify the impact of their own feelings and beliefs on the assessment process.

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

- [Demonstrate awareness of how one’s own biases, experiences, countertransference processes, and values can affect assessment process and goal setting] Demonstrate awareness of ways in which one’s own biases, experiences, countertransference processes, and values can affect the assessment process and establishment of goals.
- [Apply theoretical perspectives based on an evaluation of their strengths and weaknesses] Evaluate the strengths and weaknesses of various theoretical perspectives on the assessment process and apply them differentially to their work with individuals, families, and groups.



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 synthesize information gathered during the assessment process to guide intervention. They employ a range of interventions to enhance adaptive functioning in clients and to foster resilience, taking into account the practice setting as well as the strengths and limitations of the client system. Social workers attend to evolving client needs through the various phases of work, recognizing the importance of differential use of self throughout. They collaborate with other professionals both within and outside the organization to enhance person:environment fit and to advocate for increased responsiveness to client needs. They engage in self-assessment and reflection to recognize and address their countertransference, and they practice effective self-care strategies, including appropriate use of supervision, consultation and peer support.

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

- [Select interventions based on practice wisdom and empirical research that are developmentally appropriate, culturally appropriate, and suitable for the practice setting] Draw upon practice wisdom and empirical research to select interventions with individuals, groups and families that are developmentally and culturally appropriate and suitable for the practice setting.
- [Critically analyze and apply a range of theoretical perspectives, including person:environment, to conceptualize cases and inform interventions] Critically analyze and apply a range of theoretical perspectives, including person:environment, to conceptualize cases and inform interventions.



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 a critical component of social work practice that promotes effective and responsible work with client systems. Social workers develop ongoing evaluation plans that involve systematically collecting data on progress toward identified outcomes. They select and use appropriate research methods to analyze data, use findings to monitor the course of the treatment, adjust intervention approaches as needed, and evaluate practice effectiveness. Social workers draw on knowledge from practice wisdom and domain-specific theories when developing evaluation plans and interpreting findings. Information gathered from evaluations is shared with clients and other key stakeholders impacted by decisions about interventions. Social workers are attentive and responsive to both client values and findings from research activities. Social workers aggregate findings from evaluations to advocate for changes in practice and policy that will promote service delivery effectiveness.

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

- [Construct evaluation plans that identify target outcomes, a data collection schedule, and appropriate research methods for analyzing data] Construct evaluation plans that identify target outcomes, a data collection schedule, and appropriate research methods for analyzing data.
- [Use collected data, client feedback, and domain-specific theory to evaluate intervention / program processes and outcomes] Use collected data, client feedback, and domain-specific theory to evaluate intervention / program processes and outcomes.
- [Draw on collected data, feedback from clients, and domain-specific theory to evaluate intervention and program processes and outcomes] Draw on collected data, feedback from clients, and domain-specific theory to evaluate intervention and program processes and outcomes.



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

ADVANCED YEAR—IGFP

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
Help a client gain access to appropriate services.	✓					✓			
Serve on an agency and/or community committee.	✓								
In accordance with agency expectations, complete professional writing assignments such as grant applications, assessments, letters, memos, process-recordings, etc.	✓								
Take initiative for developing an agenda for supervisory meetings.	✓								
Gain competency in using agency computer systems for managing information, searching for resources, research and communication.	✓								
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.	✓								
In accordance with agency expectations, complete professional writing assignments such as grant applications, assessments, letters, memos, process-recordings, etc.	✓								
Use supervision and process-recordings to reflect on personal communication style, values, and biases.	✓								
Identify agency policies that create ethical dilemmas and propose potential problem-solving processes.	✓				✓				
Use supervision to identify and explore issues of cultural competence, including power and privilege		✓							
Keeping in mind issues of power and privilege and referencing the <i>NASW Standards and Indicators for Cultural</i>		✓							

Example Practice Activity	The Competency(ies) that the Practice Activity Aligns With								
	C1	C2	C3	C4	C5	C6	C7	C8	C9
<i>Competency</i> , conduct a cultural competence assessment of the placement agency									
Use supervision to discuss the effects of oppression on specific client groups		✓							
Whenever possible, work with populations of diverse racial, ethnic and social class background		✓				✓			
Identify how—and instances in which—one’s own cultural background results in personal biases and values		✓							
Advocate for a client or client system			✓					✓	
Apply concept of human rights and social and economic justice during supervision and in written materials			✓						
Research institutional challenges and constraints faced by client population			✓						
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			✓		✓				
Encourage/help a client or group engage in advocacy for themselves or their community			✓			✓			
Locate articles on a client or agency issue and apply them to practice issues discussed in supervision				✓					
Develop an intervention/treatment plan using an evidence-based model				✓			✓		
Develop a design to measure practice outcomes				✓					✓
Participate in agency research projects				✓					✓
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					✓				
Engage in voter registration and education/create a voter registration initiative at the agency					✓	✓			
Articulate the working agreement and identify contributions of worker and of clients/client systems						✓			
Identify treatment goals with client						✓			
Use supervision to discuss theory and skills related to engagement						✓			
Use process-recordings to analyze one’s engagement skills						✓			
Identify systemic and environmental realities that create barriers to progress with client or client group							✓		
Assess client and presenting issues within a person-in-the-environment model							✓		

Example Practice Activity	The Competency(ies) that the Practice Activity Aligns With								
	C1	C2	C3	C4	C5	C6	C7	C8	C9
Use supervision to assess one’s own biases, gaps in knowledge, etc. that can affect the assessment process							✓		
Practice using agency-identified assessment and treatment planning tools							✓		
Identify plans and rationale for interventions/treatment goals								✓	
When possible, collaborate with other disciplines/professions within the client’s treatment network								✓	
Use supervision and practice knowledge to effect thoughtful, planned endings and transitions with clients, communities, etc.								✓	
Evaluate efficacy of treatment plans and interventions—and make changes as needed									✓
Identify barriers to progress with client or client group									✓
When possible, use evidence-based practices									✓