



## Educational Contract *Worksheet*

### Advanced Year PP Students

---

**Who this is for:** All Policy Practice (PP) 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.

---

**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 advanced practice at the mezzo and macro levels. Social workers understand and apply frameworks of ethical decision-making and complex principles of critical thinking to those frameworks in advanced practice, research, and policy arenas. Social workers understand personal values and the distinction between personal and professional values. They also comprehend how their personal experiences and affective reactions influence professional judgment and behavior. They recognize the importance of other disciplines when engaged in inter-professional teams. Social workers utilize 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):

- [\[Identify value choices, ethical issues, and/or political realities in macro practice contexts\]](#) Identify and discuss value choices, ethical issues, and/or political realities in communities, organizations, and/or institutional structures.
- [\[Apply NASW Code of Ethics to ethical decision making\]](#) Apply NASW code of ethics to systematically clarify values and uncertainty in ethical decision making with constituents, organizations, and/or communities.



### 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 demonstrate an advanced understanding of how diversity and difference characterize and shape the human experience. The complex and contested dimensions of diversity are understood as the intersectionality of multiple factors. Social workers recognize how institutions and structures shape individuals' and communities' experiences, including but not limited to oppression, poverty, marginalization, and alienation as well as privilege and power.

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

- [\[Engage in policy practice to reduce oppression and discrimination\]](#) Engage in policy practice and program activities that reduce oppression and discrimination in policies and programs.
- [\[Recognize the extent to which institutional structures oppress, marginalize, or alienate client systems\]](#) Recognize the extent to which institutional structures oppress, marginalize, or alienate client systems.



### 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 apply their knowledge of diversity and difference in their advanced practice to eliminate mechanisms of oppression and discrimination and develop and promote social justice and human rights. Social workers recognize the complex implications of global interconnections of oppression and human rights violations for macro practice. They apply theories of human need and social justice by developing and utilizing strategies that promote social, economic and environmental justice.

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

- [\[Advocate for social welfare programs and policies that promote human rights and social, economic, and environmental justice\]](#) Advocate for social welfare programs and/or policies that promote human rights and social, economic, and environmental justice.
- [\[Work to eliminate social and economic injustice within communities, organizations, institutions, and society\]](#) Work to eliminate social and economic injustice within communities, organizations, institutions, and society.



**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 advanced quantitative and qualitative research methods and utilize these skills to evaluate the impact of macro practice. Social workers apply various epistemological frameworks to develop scientific and culturally informed knowledge in macro practice. Social workers integrate multi-disciplinary evidence into their advanced macro practice. They understand the complex processes for translating research into effective practice.

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

- [\[Use research to understand macro systems and best practices in these systems\]](#) Utilize quantitative and qualitative research to understand the nature of communities, organizations, institutional structures and the best practices to improve well-being in these macro systems.
- [\[Utilize political, social, and economic theories to assess and analyze macro interventions\]](#) Utilize theories of political, social, and economic behaviors and environments in assessment and analysis of macro 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 5: Engage in policy practice

### Description of Competency

Social workers recognize and leverage their understanding of the historical, social, cultural, economic, organizational, environmental, and global influences to change social policy. Social workers understand that human rights and social justice, as well as social welfare and services, are impacted by essential policies and mediated by its implementation at administrative, judicial, and federal, state, and local levels. Social workers have an advanced understanding of the complex 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 are engaged in developing and implementing policy at the micro, mezzo, and macro levels to effect social change. They incorporate advanced knowledge into the complex dynamics of 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):

- [\[Assess impact of shifts in policy planning arenas\]](#) Assess the impact of new and future shifts in the policy planning arenas.
- [\[Demonstrate the ability to read, understand, and lobby for specific pieces of legislation\]](#) Demonstrate the ability to read, understand, and lobby for specific pieces of legislation.



**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 have advanced understanding of the dynamic and interactive process of social work practice across all domains. Social workers utilize theories of human behavior and the social environment, and critically evaluate and apply this knowledge in advanced macro practice. Social workers develop and apply strategies to engage diverse clients and constituencies to advance social, economic, and environmental change. Social workers utilize and are sensitive to the ways that personal experiences impact their ability to effectively engage with diverse clients and constituencies. Social workers build strong communities and organizations, and develop policies to transform power dynamics.

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

- [Use a systematic planning approach to engage with client systems that demonstrates observation skills, data gathering, and respect for cultural and class diversity] Use a systematic planning approach to engage with client systems that demonstrate observation skills, data gathering, and respect for cultural and class diversity.
- [Determine community / constituent capacity and challenges for effective policy practice and/or grassroots organizing] Engage with communities, participants, and their constituents to determine capacity and challenges for effective policy practice and/or grassroots organizing and building powerful campaigns and/or organizations.



### 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 in advanced macro practice understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with diverse groups, organizations, and communities. Social workers apply theories of human behavior and the social environment, to critically assess and evaluate of the needs of diverse clients and constituencies. Social workers utilize appropriate methods of assessment with diverse constituencies to advance macro practice effectiveness. Social workers incorporate their understanding of dynamics of power and oppression in the assessment 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):

- [Establish appropriate relationships and boundaries with client systems, stakeholders, and targets of change efforts] Identify client systems, relevant stakeholders, and targets of change efforts and establish appropriate relationships and boundaries with each group.
- \*CO&PP [Effectively use policy practice and/or community organizing social change strategies] Understand the major social change strategies used in policy practice and/or community organizing and be able to use the models in appropriate and effective ways.



### 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 in advanced macro practice understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with diverse groups, organizations, and communities. Social workers implement knowledge about theoretically-based, evidence-informed and culturally appropriate interventions to promote social justice and human rights for groups, organizations, and communities. Social workers engage in community-based and inter-professional collaboration to promote socially just macro interventions.

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

- [Use analytical, political interactional, and value clarification skills to make recommendations about policy, program, and coalition building] Synthesize multiple frameworks and sources of information using analytical, political interactional, and value clarification skills to make professional policy, program, and coalition building recommendations.
- [Involve organizational constituencies in measuring effectiveness of policies and program /community interventions] Involve organizational constituencies in measuring the effectiveness of policies, program, and community interventions through strategic planning objectives.



### 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 apply principles of culturally appropriate, critical evaluation to advanced macro practice. Social workers engage with diverse groups, organizations, and communities in their evaluation processes to promote practice, policy, and service delivery effectiveness. Social workers employ various epistemological frameworks to evaluate the process and impact of policy and community interventions. Social workers utilize multiple scientific and culturally informed methods to critically evaluate practice effectiveness.

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

- [\[Use strategic evaluation and macro theory to establish measurable outcomes\]](#) Utilize strategic evaluation and macro theory to define success and establish measurable outcomes.
- [\[Use advanced methods and technology to collect /analyze data and report findings\]](#) Promote advanced methodology and technology for data collection and analysis, and disseminate findings through reports, policy briefs, or publications.



**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

## SECOND YEAR—PP

---

### 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
Identify personal values using a values inventory and compares that with NASW professional values and code of ethics. Use in supervision and consultation to enhance critical thinking skills, guide professional judgement and advance professional practice.	✓								
Keep a journal on field practice issues that may align or conflict with NASW code of ethics and and/or personal/professional values. Discuss in supervision.	✓								
Develop social media and/or communications strategy and guidelines that reflect ethical and practice outcome considerations.	✓								
Represent agency in outside settings such as coalitions, workgroups, etc.	✓					✓			
Organize/lead working group or event that reflects NASW code of ethics.	✓								
Reflect on professional conduct in policy/macro field settings.	✓								
Use process recordings and supervision to identify and manage personal biases.		✓							
Complete an agency and/or community assessment to identify stakeholders in policy/program, including those who have been historically marginalized or left from policy-making processes.		✓					✓		
Compare demographics of clients and community served to organization to assess cultural competency gaps and ways to engage/reach underserved populations.		✓							
Build political power of marginalized communit(ies) through nonpartisan voter registration, education and outreach activities (integrate voter registration into service, hold		✓				✓			

Example Practice Activity	The Competency(ies) that the Practice Activity Aligns With								
	C1	C2	C3	C4	C5	C6	C7	C8	C9
candidate forums, help clients find polling place and ride services, etc.).									
Participate in coalitions that advance human rights.			✓			✓			
Attend community meetings and local government board meetings (such as city council) and identify human rights' issues that arise during the meeting.			✓			✓			
Invite elected officials to agency for meetings or forum focused on advancing human rights issue(s).			✓		✓				
Write, submit and/or deliver testimony for a public hearing at the state legislature or municipal city council.			✓		✓				
Advance environmentally friendly practices in agency and community.			✓						
Help people with a prior felony conviction to register and vote through public awareness and individual outreach in service delivery.			✓			✓			
Advocate for policy/legislation/program that reflects theoretical knowledge base of social workers in direct practice, perspective of clients served as well as evidence-informed best practices.				✓	✓				
Meet with elected official(s) on a policy or social problem. Apply relevant theoretical and research-based skills (e.g., social determinants of health or statistics on scope of problem) to discuss problem impacting the affected populations/communities.			✓	✓	✓				
If applicable, design or conduct focus groups, key informant interviews or survey using best research practices.				✓					✓
Explore University research opportunities to connect field agency with current research.				✓					
Identify elected officials on the local, state and federal level. Share contact list with agency staff and/or clients.					✓				
Implement/change/advocate for policy in field agency or community (e.g., voter engagement activities, environmental policy, accessibility policy, employment policy, etc.)			✓		✓				
Track legislation, contact elected officials and/or submit testimony on local/state/federal policy issue;					✓				
Write action alert/policy brief on legislative or executive policy change effort;					✓				
Conduct and write policy analysis for various targets and formats. Can include white papers, one-page briefs and/or media communications.					✓				
Train clients/staff on advocacy, government systems or specific policy issue.					✓	✓			
Assess organization's contact database for scope, accuracy and impact						✓			
Develop social media and/or communications strategy and guidelines that reflect ethical and practice outcome considerations.						✓			

Example Practice Activity	The Competency(ies) that the Practice Activity Aligns With								
	C1	C2	C3	C4	C5	C6	C7	C8	C9
Organize/lead working group.						✓			
Assess political power of community through voter turnout statistics by district.						✓			
Write process recording on group meeting							✓		
Write grant proposal							✓		
Write needs assessment on issue or community							✓		
Develop logic model for programs, including process objectives and short and long-term outcomes							✓		
Develop program or policy					✓			✓	
Develop advocacy strategy for an issue related to field agency								✓	
Review findings from needs assessment and research on best practices to identify gaps in services and make policy and program recommendations					✓			✓	
Develop stakeholder power map to identify whose voices are included or excluded from community decision-making and create strategic plan to include under-represented voices		✓	✓					✓	
Develop tools/measures, collect data and/or analyze data to measure program or advocacy efforts.									✓
Develop logic model for programs, including process objectives and short and long-term outcomes.									✓
Conduct and analyze key informant interviews or focus groups.									✓
Reflect on professional use of self in committees, meetings or group settings (e.g., process recordings)	✓								✓