

Advanced Content Learning Plan
Advocacy, Leadership, and Social Change Specialization
Term: _____

Student Name: _____

During the first several weeks of field practicum, the student and field instructor discuss tasks, duties, and responsibilities. As the student becomes more familiar with the agency and the field instructor has a clear understanding of the student's learning interests, they should begin the development of the Field Learning Plan. All students complete an Advanced Content Learning Plan and submit a signed copy by the 8th week of placement.

Instructions:

Complete the description of the internship with as much detail as possible. If the agency has an internship description of duties, please attach.

Review the objectives and suggested activities for each goal. If the activity is relevant to your field learning experience either document a targeted completion date or mark as "ongoing". It is anticipated that the majority of activities will be ongoing throughout the internship as learning is a continual process. If the activity is not relevant, then mark the completion date with N/A (not applicable).

Students may be completing specific projects during the internship that will require activities not identified in the learning plan. Space has been provided after each objective to include any additional activities. If more space is needed, additional pages may be attached to this document.

Example: Student may develop and implement a client satisfaction survey during placement. Related activities: review literature on developing surveys, create survey, test and revise survey, implement survey to current clients, compile data from survey returns.

After the learning plan has been developed, both the student and field instructor must sign. The original with signatures should be sent to the Field Education Office by _____. Both the student and Field Instructor should retain a copy. The Learning Plan is a tool to guide the student's learning experience and assist in structuring the ongoing feedback and evaluation. The learning plan maybe updated or changed to reflect the student's learning experience, if changes to the plan occur; submit a revised copy to the Field Education Office.

Due Dates:

Advanced Content Learning Plan due in Field Office
Mid-term Evaluation Conferences Begin
Final Evaluation Conferences Begin

Internship Description

Please provide detailed information on the services that you will be learning about during your internship. If the agency has a job description similar to what you will be doing, please attach a copy of that description.

Type of agency:

Targeted population served: (ex: children and adolescents, adult mentally ill, elderly, etc.)

Issues: (ex: mental health, health care, child welfare, school, community, etc.)

Tasks/duties assigned during internship:

(ex:, advocacy, grant writing, program planning, program development, program evaluation, research, supervision, etc.) Make sure that you include all tasks that you will be involved with during your internship. You can add tasks to this list throughout the internship.

I. Ethics and Values

Demonstrate an identity with the profession of social work

Objective	Completion	
o Activities	Date	Ongoing
• Demonstrate ethical practice reflecting social work values		
o Review the Code of Ethics	_____	<input type="checkbox"/>
o Identify ethical dilemmas in supervision	_____	<input type="checkbox"/>
o Discuss resolution of ethical dilemmas based on ethical practice	_____	<input type="checkbox"/>
o Read entity’s policy on confidentiality and apply in practice	_____	<input type="checkbox"/>
Additional Activities:		

• Understand the role of social work in the practicum setting		
o Read job descriptions for social work and other professionals	_____	<input type="checkbox"/>
o Identify and discuss social work approach to practice in setting	_____	<input type="checkbox"/>
o Identify and discuss differences in other professionals approaches to practice	_____	<input type="checkbox"/>
o Read articles from professional publications regarding trends in social work practice	_____	<input type="checkbox"/>
o Act as liaison and advocate for agency in community settings	_____	<input type="checkbox"/>
o Participate in in-service trainings to develop new skills and increase knowledge	_____	<input type="checkbox"/>
Additional Activities:		

• Demonstrate Professional behavior		
o Read setting’s policies and rules	_____	<input type="checkbox"/>
o Adhere to agency’s rules on dress, internship hours, calling off, professional behavior	_____	<input type="checkbox"/>
o Demonstrate good communication	_____	<input type="checkbox"/>
o Demonstrate appropriate relationship with colleagues, peers, etc.	_____	<input type="checkbox"/>
o Reflect setting’s guidelines in completing documentation	_____	<input type="checkbox"/>
o Deal appropriately with work related stress	_____	<input type="checkbox"/>
o Demonstrate professional boundaries	_____	<input type="checkbox"/>
o Display initiative in completing tasks	_____	<input type="checkbox"/>
o Affiliate with professional organizations (NASW)	_____	<input type="checkbox"/>
Additional Activities:		

II. Organizational Structure

Understand and practice within the organizational structure of the agency

- | • Objective | Completion | |
|---|------------|--------------------------|
| ○ Activity | Date | Ongoing |
| • Demonstrate an understanding of setting's organizational structure | | |
| ○ Attend and participate in the organization's orientation | _____ | <input type="checkbox"/> |
| ○ Review the organization's mission statement | _____ | <input type="checkbox"/> |
| ○ Review organizational chart | _____ | <input type="checkbox"/> |
| ○ Discuss with field instructor the organization's structure/operations | _____ | <input type="checkbox"/> |

Additional Activities:

- | | | |
|--|-------|--------------------------|
| • Demonstrate an understanding of the department within the organizational setting | | |
| ○ Discuss with field instructor interdisciplinary team approach | _____ | <input type="checkbox"/> |
| ○ Learn the referral sources for services within the department | _____ | <input type="checkbox"/> |
| ○ Articulate the services to collaterals and community | _____ | <input type="checkbox"/> |
| ○ Discuss with field instructor the reporting structure within the organization | _____ | <input type="checkbox"/> |

Additional Activities:

- | | | |
|---|-------|--------------------------|
| • Policies, procedures, regulations and protocols | | |
| ○ Read agency policies, procedures, regulations and manuals | _____ | <input type="checkbox"/> |
| ○ Demonstrate integration of above into practice | _____ | <input type="checkbox"/> |
| ○ Articulate policies to collaterals and community | _____ | <input type="checkbox"/> |
| ○ Discuss with field instructor agency/policy standards | _____ | <input type="checkbox"/> |
| ○ Meet with utilization review to discuss documentation. | _____ | <input type="checkbox"/> |

Additional Activities:

- | | | |
|--|-------|--------------------------|
| • Demonstrate the ability to function within the organizational structure | | |
| ○ Attend/participate in interdisciplinary team meetings | _____ | <input type="checkbox"/> |
| ○ Demonstrate professional engagement within the organization | _____ | <input type="checkbox"/> |
| ○ Use appropriate lines of reporting within the organization's power structure | _____ | <input type="checkbox"/> |

Additional Activities:

- Demonstrate an understanding of the issues facing the organization
 - Discuss field instructor/department head issues that affect the organization _____
 - Discuss funding/budget issues that impact agency services _____
 - Read research based literature on related social work issues _____
 - Discuss with field instructor the effects of legislation on agency services _____

Additional Activities:

- Demonstrate an understanding of resources within the community
 - Identify agencies responsible for related services _____
 - Attend community social service meetings _____
 - Visit other agencies and learn about their services _____
 - Identify how agencies work together to enhance their services _____

Additional Activities:

III. Interventions

Demonstrate skills in assessment, intervention and evaluation of practice with organizations and communities using a range of theoretical approaches and knowledge from evidenced based research.

- | • Objective | Completion |
|-------------|-------------------|
| ○ Activity | Date Ongoing |

Planning

- Demonstrate the ability to gather facts, analyze issues and plan an intervention based on a comprehensive assessment
 - Identify agency's strengths and deficits _____
 - Plan a strategy for intervention grounded in evidence-based practice _____
 - Identify an issue or problem that affects the agency's ability to provide services _____
 - Engage agency(s) personnel in problem-solving agency issues _____
 - Understands organizational climate and identifies intervention strategies for organizational change _____

Additional Activities:

Intervention

- Demonstrate ability to implement long and short term intervention plans based on comprehensive assessment
 - Critically analyzes and utilizes evidence based research to improve agency service delivery _____ □
 - Identify research needs at agency, conduct relevant research, and utilize results to implement change _____ □
 - Applies administration and management theories to the agency setting _____ □
 - Learn and apply local, state, and federal regulations to agency operations _____ □
 - Advocate on behalf of the agency _____ □
 - Obtain and prepare reports on agency progress _____ □
 - Review and update agency files _____ □
 - Attend agency board meetings, city council, county board _____ □

Additional activities:

Evaluation

- Demonstrate ability to engage agency personnel in evaluating services
 - Assist agency in determining the progress toward goals _____ □
 - Utilize program evaluation research to evaluate agency services and programs _____ □
 - Collect and interpret data on agency operations _____ □
 - Analyze agencies quality assurance activities to determine Effectiveness _____ □

Additional Activities:

Documentation

- Document according to agency guidelines
 - Read/discuss in supervision agency' guidelines on documentation _____ □
 - Complete documentation in a timely manner _____ □
 - Field Instructor review documentation and offer feedback _____ □
 - Adjust writing style to incorporate feedback _____ □
 - Gain knowledge about quality assurance _____ □

Additional Activities:

IV. Public Policy and Legislation

Demonstrate knowledge of federal and state legislation, administrative regulations and court decisions related to agency and the impacts on clients, practitioners, organizations and community.

- | • Objective | Completion | |
|-------------|------------|---------|
| ○ Activity | Date | Ongoing |

Federal and State Legislation

- | | | |
|---|-------|--------------------------|
| • Demonstrate knowledge of relevant legislation, regulations and court decisions when interacting with agency and collaterals | _____ | <input type="checkbox"/> |
| ○ Read Federal legislation that affects agency practice | _____ | <input type="checkbox"/> |
| ○ Read State legislation and laws that affect agency practice | _____ | <input type="checkbox"/> |
| Read current research on how legislation, laws, and court decisions impact agencies | _____ | <input type="checkbox"/> |

Additional Activities:

Agency Rules and Regulations

- | | | |
|--|-------|--------------------------|
| • Demonstrate knowledge of agency rules and regulations when providing services to clients | | |
| ○ Read agency policies, rules, and protocols | _____ | <input type="checkbox"/> |
| ○ Learn the appeal process | _____ | <input type="checkbox"/> |
| ○ Assess impact of a specific policy or program on the distribution of resources, use an appropriate framework for policy analysis and include recommendations | _____ | <input type="checkbox"/> |

Additional Activities:

V. Supervision

Demonstrate affective use of supervision

- | • Objective | Completion | |
|-------------|------------|---------|
| ○ Activity | Date | Ongoing |

- | | | |
|--|-------|--------------------------|
| • Demonstrate ability to participate actively in the learning process | | |
| ○ Prepare for supervision | _____ | <input type="checkbox"/> |
| ○ Bring questions, ethical dilemmas and observations to supervision for discussion | _____ | <input type="checkbox"/> |

- Accept constructive feedback in a non-defensive manner _____
- Implement feedback _____

Additional Activities:

- Demonstrate self-awareness
 - Identify personal beliefs and values _____
 - Identify how personal beliefs/values affect your behavior _____
 - Identify when personal beliefs/values conflict with agency and/or systems _____
 - Identify your reaction when there is a value conflict with agency _____
 - Use appropriate self-disclosure _____
 - Establish and maintain boundaries with staff _____
 - Identify negative triggers of emotions _____
 - Identify and use ways to care for self during the internship _____
 - Use techniques to leave agency issues “at the office” _____
 - Assess personal growth throughout internship _____

Additional Activities:

- Demonstrate an ability to evaluate one’s macro-level practice _____
 - Identify the different components of macro-practice and how practice activities apply to them _____
 - Identify successful interventions and progress indicators _____
 - Monitor and record measurable change by utilizing client, staff, and/or community feedback via satisfaction survey, etc. _____
 - Involve agency in progress review via internal review boards or committees and/or external audits _____
 - Revise interventions based on quality assurance evaluations _____
 - Read evidence-based research on intervention for agency issues _____

Additional Activities:

VI. Ecological System Framework

- **Demonstrate an understanding of the reciprocal interactions between clients, agencies, communities, governments, and their ecological systems with respect to client well-being**

- | | | |
|--------------------|-------------------|----------------|
| • Objective | Completion | |
| ○ Activity | Date | Ongoing |

Assessment

- | | | |
|--|-------|--------------------------|
| • Demonstrate knowledge general socio-economic, cultural, and environmental conditions that impact social service delivery | | |
| ○ Map the flow of clients to and from various community services to determine any overlapping of services | _____ | <input type="checkbox"/> |
| ○ Map the geographical distribution of social problems to determine areas or client groups that might benefit from agency services | _____ | <input type="checkbox"/> |
| ○ Determine ways to make the agency's services more attractive and accessible to potential and current clients | _____ | <input type="checkbox"/> |
| ○ Identify factors for the agency to consider in service delivery now and in the future | _____ | <input type="checkbox"/> |
| ○ Generate recommendations for how agency can best interpret socio-economic conditions now and in the future | _____ | <input type="checkbox"/> |
| ○ Analyze the role of ecological systems in policies, agency rules and regulations regarding best practice | _____ | <input type="checkbox"/> |

Additional Activities:

- | | | |
|---|-------|--------------------------|
| • Demonstrate knowledge and understanding of social and community networks and individual lifestyle factors that impact social service delivery | | |
| ○ Read evidence-based research on ecological systems | _____ | <input type="checkbox"/> |
| ○ Research and analyze demographics of population served by agency | _____ | <input type="checkbox"/> |
| ○ Analyze integration of cross-sectional programs and policies impacting population served by agency | _____ | <input type="checkbox"/> |
| ○ Analyze strategic partnerships | _____ | <input type="checkbox"/> |
| ○ Analyze public infrastructure, including collateral agencies, society, and government | _____ | <input type="checkbox"/> |
| ○ Examine relationship between resources, resource users, and providers | _____ | <input type="checkbox"/> |

Additional Activities:

VII. Diversity

Demonstrate awareness, understanding, knowledge and skills related to diversity.

- | • Objective | Completion | |
|---|------------|--------------------------|
| ○ Activity | Date | Ongoing |
| • Demonstrate awareness of and respect for diverse client groups | _____ | <input type="checkbox"/> |
| ○ Review the NASW Code of Ethics | _____ | <input type="checkbox"/> |
| ○ Read evidence based factual information about diverse groups | _____ | <input type="checkbox"/> |
| ○ Observe other professionals' interactions with diverse groups | _____ | <input type="checkbox"/> |
| ○ Self-assess for biases when dealing with diverse and oppressed groups | _____ | <input type="checkbox"/> |
| ○ Visit other agencies that serve diverse populations | _____ | <input type="checkbox"/> |
| ○ Discuss with field instructors the effects of agency policies on interventions with diverse clients | _____ | <input type="checkbox"/> |
| ○ Attend agency diversity training | _____ | <input type="checkbox"/> |
| ○ Conduct, summarize, and report on empirical research on population served by agency | _____ | <input type="checkbox"/> |
| ○ Prepare a written report for the agency including ways staff can be prepared for working with diverse individuals | _____ | <input type="checkbox"/> |

Additional Activities:

- | | | |
|---|-------|--------------------------|
| • Demonstrate the ability to communicate with diverse clients, colleagues and community members | | |
| ○ Read literature on affective interventions for diverse groups | _____ | <input type="checkbox"/> |
| ○ Identify attitudes/beliefs that impact communication with diverse groups | _____ | <input type="checkbox"/> |
| ○ Use behaviors that reflect respect for human diversity | _____ | <input type="checkbox"/> |
| ○ Discuss how personal values/beliefs influence behavior with diverse groups | _____ | <input type="checkbox"/> |
| ○ In practice, acknowledge and accept the client perspective | _____ | <input type="checkbox"/> |
| ○ Develop a list of literature and websites adding to your awareness of diversity | _____ | <input type="checkbox"/> |

Additional Activities:

- | | | |
|---|-------|--------------------------|
| • Demonstrate an understanding of the forms of oppression and discrimination and an ability to advocate on the behalf of diverse groups | | |
| ○ Identify meaning that the client's diverse status has to them | _____ | <input type="checkbox"/> |
| ○ Discuss how personal values/beliefs affect service delivery to diverse groups | _____ | <input type="checkbox"/> |
| ○ Learn about oppression from others | _____ | <input type="checkbox"/> |

- Use self as a change agent for social and economic justice for diverse groups _____

Additional Activities:

- Demonstrate a Commitment to social justice
 - Define social justice _____
 - Assess impact of oppression on agency services _____
 - Discuss issues of social and economic justice _____
 - Identify and analyze a plan to reduce social injustice _____
 - Identify and analyze policies that promote social and economic justice _____
 - Identify and analyze different degrees of diversity in assessments and interventions _____

Additional Activities:

VIII. Macro Practice

Demonstrate knowledge in various aspects of macro practice.

- | Objective | Completion |
|------------------|--------------------------|
| ○ Activity | Date Ongoing |

Policies and Services

- Demonstrate an understanding of how policies are developed at the agency.
 - Review agency policies _____
 - Identify organizational structure for development/change of policy _____
 - Identify external forces that affect agency policy _____
 - Identify external funding sources _____
 - Attend advocacy, planning or coalition group that impacts agency policies and/or services _____
 - Advocate for agency clients with external resources _____

Additional Activities:

Administration

- Demonstrate an understanding of social work administration
 - Conduct a needs assessment _____
 - Assist in the development of a strategic plan _____

- Assist in writing an annual or multi-year plan _____
- Monitor and evaluate outcomes and determine alternative strategies _____
- Monitor proposed legislation that impacts the organization _____
- Write an analysis paper based on that legislation _____
- Discuss with agency administrators the processes for hiring and determining employment, documenting performance and conflict resolution _____

Additional Activities:

Funding and Resources

- Demonstrate knowledge on developing funding and resources
 - Research for grants _____
 - Read in detail the Request for Proposal _____
 - Play a role in developing a plan _____
 - Write or assist in writing the proposal _____
 - Submit the proposal _____
 - Analyze resource limitations and ways to develop new resources _____
 - Research private and public sources of financial support for program development and/or maintenance _____
 - Collect documentation supporting and justifying a budget proposal _____
 - Participate in and contribute to the agency budgeting process, accounting systems, and management information systems _____

Additional Activities:

Training

- Demonstrate the ability to design and implement a training
 - Identify training needs in agency
 - Develop a comprehensive training include: training objective, Learning objectives, materials and evaluation tool _____
 - Provide training _____
 - Evaluate the training _____

Additional Activities:

Program Development

- Demonstrate knowledge in program development
 - Complete a needs assessment for additional resources _____
 - Assist in the development of a comprehensive plan _____
 - Locate or identify funding source _____
 - Describe program components _____

- Plan for staffing _____
- Present program proposal to agency administration, board, etc. _____
- Implement plan _____
- Develop mechanism for evaluation _____

Additional Activities:

Program Evaluation

Demonstrate knowledge in program evaluation

- Gather information for a program evaluation _____
- Analyze information to prepare the evaluation _____
- Write or help write a program evaluation _____
- Analyze staffing needs, resources, and/or personnel policies _____
- Assess various dimensions of the organizational climate and their implications for performance _____

Additional Activities:

Community Organization

Demonstrate knowledge and skills essential to advanced practice in the community

- Read and analyze theories and concepts on communities and Community organization _____
- Participate in a community coalition or alliance that supports social change _____
- Participate in community planning meetings _____
- Design community needs assessment, collect data, interpret data, and present to agency administration _____
- Coordinate activities, develop leadership, and delegate tasks in working with staff, committees, and/or coalitions _____
- Engage diverse communities and stakeholders in policy analysis, advocacy, and policy change _____
- Help organize and/or engage in a social advocacy endeavor addressing the needs of an at-risk-population _____

Additional Activities:

○ SIGNATURE PAGE

The field instructor and student have collaborated and agreed on the learning assignments, activities and timelines contained in the Advanced Content Learning Plan.

Student: _____
(Print) (Signature)

Date: _____

Primary Field Instructor or Day to Day Supervisor:

Name: _____
(Print) (Signature)

Agency: _____

Date: _____

MSW Supervisor or Secondary Field Instructor:

Name: _____
(Print) (Signature)

Agency: _____