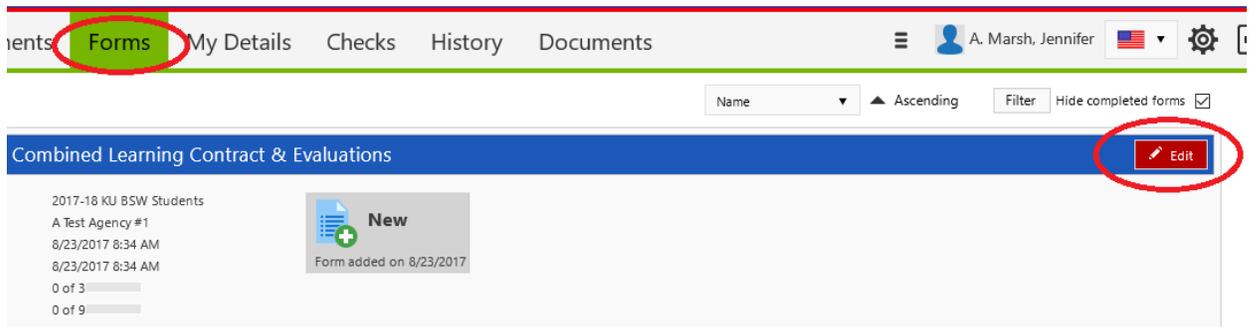


## Learning Contract Tip Sheet

When completing your learning contract, you should work closely with your field instructor. Make sure you and your field instructor review the contract together, so your field instructor has time to review and approve it before the due date.

1. Click on the “Forms” tab:



2. Your name and ID number, the Liaison’s name, and the Agency name should automatically pull into the form. You will have to enter the Field Instructor’s name and the Preceptor’s name (if you have one):

### MSW Clinical Combined Learning Contract & Evaluations

#### Placement Information

Student Name:	KU ID Number	Field Instructor Name:	Liaison Name:	Preceptor Name (if applicable):	Agency Name:
A. Marsh, Jennifer	1234567	<input type="text"/>	A. Marsh, Jennie	<input type="text"/>	A Test Agency #1

3. The instructions for the Learning Contract & the Evaluations are listed next- please review them. The rating scale (in orange) is for your field instructor’s reference when they rate your work on

each practice behavior. Scroll down to “Competency 1”. The items listed in the “Practice Behavior” column are related to each competency, and your learning activities will directly connect to the Practice Behaviors. The Practice Behaviors are unique for each level of student (BSW, MSW Foundation, MSW Clinical, and MSW Macro) so may not match exactly what you see below:

**2 = Inconsistently performs the** basic elements of the prac

**Competency 1: Identify as a professional social worker a**

#	Practice Behaviors	Learning Acti
1.1	Maintain a social work identity within clinical settings.	
1.2	Demonstrate the ability to develop clinical relationships with clients that reflect an understanding of both self and other.	
1.3	Demonstrate the ability to develop	

- Next to each Practice Behavior, you will see a box labeled “Learning Activities”:

<b>2 = Inconsistently performs the</b> basic elements of the practice behavior	<b>5 = Consistently exc</b>
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**Competency 1: Identify as a professional social worker and conduct oneself accordingly.**

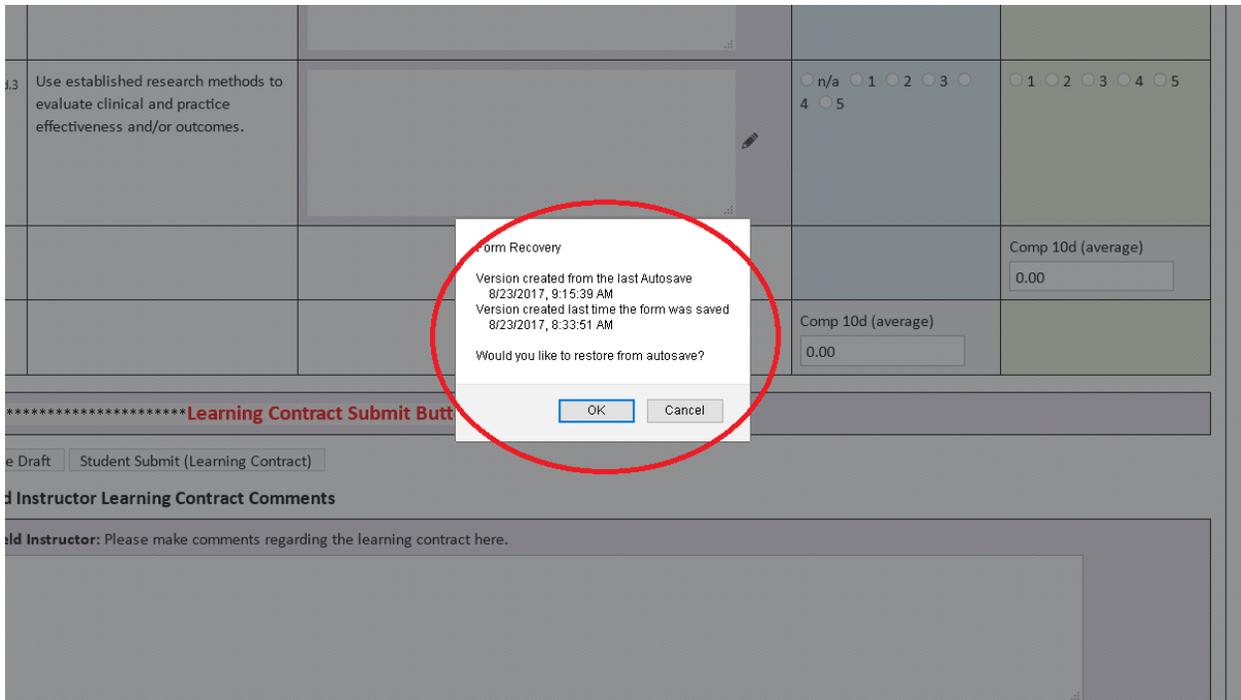
#	Practice Behaviors	Learning Activities	M
1.1	Maintain a social work identity within clinical settings.		
1.2	Demonstrate the ability to develop clinical relationships with clients that reflect an understanding of both self		

In these boxes throughout the form, you will document the activities related to each Practice Behavior.

- Saving your work: You can work on the Learning Contract and come back to it throughout the month before you submit it. Below the last Competency/Practice Behaviors, you will see the "Save Draft" button:

<b>***** Learning Contract Submit Buttons *****</b>		
<input type="button" value="Save Draft"/>	<input type="button" value="Student Submit (Learning Contract)"/>	
<b>Field Instructor Learning Contract Comments</b>		

You should save your work often, even if you aren't exiting Sonia. Occasionally, Sonia will log out without you being aware, and you may continue to work. If that happens, you will see this box the next time you log into Sonia- make sure you press "OK" to recover your work:



- Submitting: Once you have completed your Learning Contract and it's ready for review, click the "Student Submit (Learning Contract)" button. Please notify your Field Instructor that the contract is ready to view:



- Resubmitting: Your field instructor and/or your field liaison have the option to ask you for edits to the Learning Contract. If that happens, you will be able to go back into the form, make the selected edits, and resubmit using the same "Student Submit (Learning Contract)" button.