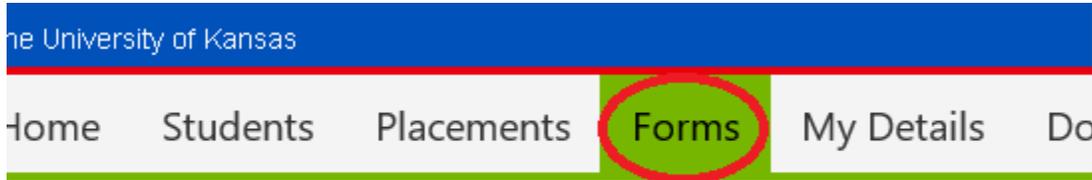


Reviewing/Approving the Learning Contract Tip Sheet

1. Once your student has notified you the Learning Contract is ready for review, click on the “Forms” tab:



2. Click on the “View” icon next to the Learning Contract you wish to review. If you have multiple students, you can check the “Last Name” & “First Name” fields to ensure you are on the correct one:

Form Name	Category	Placement Group	Agency	First Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)	
MSW Clinical Combined Learning Contract & Evaluations		2017-18 KU BSW Students	A Test Agency #1	Jennifer	A. Marsh	8/23/2017 9:20 AM		0 of 3	1 of 9	

3. You will see directions for the Learning Contract and the Evaluations at the top of the page. You will also see a Ratings scale, which you will use when it is time to evaluate your student. More importantly, scroll down to “Competency 1” to get started. You will see the Competency and the Practice Behaviors on which your student will be evaluated:

1 = Fails to perform the basic elements of this practice behavior	4 = Above average performance
2 = Inconsistently performs the basic elements of the practice behavior	5 = Consistently excels in im

Competency 1: Identify as a professional social worker and conduct oneself accordingly.

#	Practice Behaviors	Learning Activities	Mid-year
1.1	Maintain a social work identity within clinical settings.	Testing	<input type="radio"/> N/A <input type="radio"/> 4 <input type="radio"/> 5

While the ten Competencies stay the same, the Practice Behaviors are unique to student level (BSW, MSW Foundation, MSW Clinical and MSW Macro).

- Your task with the Learning Contract approval is to ensure you have reviewed all the Learning Activities for all ten competencies, which should be associated with the accompanying Practice Behaviors:

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.	Testing	<input type="radio"/>

- Once you have reviewed the Learning Contract, under the last Competency please scroll to the “Learning Contract Submit Buttons” and look for the “Field Instructor Learning Contract Comments” field:

		Comp 10d (average)
		0.00
***** Learning Contract Submit Buttons *****		
Student Submit (Learning Contract)		
Actioned by Marsh, Jennie on 8/23/2017 9:38:28 AM		
Field Instructor Learning Contract Comments		
Field Instructor: Please make comments regarding the learning contract here.		
<input type="text"/>		
I have reviewed this Learning Contract with my student.		
<input type="radio"/> Yes <input type="radio"/> No		
<input type="radio"/> I accept this learning contract as written <input type="radio"/> I am requesting modifications		

6. Please enter any comments you have. If you have specific things you would like the student to change, please note that here:

Field Instructor Learning Contract Comments

Field Instructor: Please make comments regarding the learning contract here.

(If you are working on your comments for longer than a few minutes, or if you need to exit and come back, you can hit the "Save Draft" button to save your work.)

Please indicate that you have reviewed the Learning Contract with your student:

Field Instructor Learning Contract Comments

Field Instructor: Please make comments regarding the learning contract here.

I have reviewed this Learning Contract with my student.

Yes No

I accept this learning contract as written I am requesting modifications

Please then indicate if you are ready to accept the Learning Contract, or if you are requesting modifications:

I have reviewed this Learning Contract with my student. <input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> I accept this learning contract as written <input type="radio"/> I am requesting modifications

Liaison Learning Contract Comments

7. Once you have completed these fields, click on the “Field Instructor Submit (Learning Contract)” button:

<input type="radio"/> I accept this learning contract as written <input type="radio"/> I am requesting mo
<input type="button" value="Field Instructor Submit (Learning Contract)"/>
Learning Contract Comments

If you are requesting modification, please make sure the student is aware of what those modifications are, by either documenting in the comments section or meeting with the student individually. The student will not receive a notice if you request they modify the contract, so you will need to contact them.

Once they have resubmitted the contract, then you can go back into Sonia and change your response to “I accept this learning contract as written”. You can then resubmit the contract, using the same Submit button.

Please work with the student to ensure you have been able to approve this Learning Contract before the due date, so the Liaison can review it in a timely manner!