The University of Memphis

Division of Social Work
School of Urban Affairs and Public Policy

Field Placement
Learning Agreement

Student: _____ Term (Semester / year): _____

Agency/Institution: _____ Field Instructor: _____

The Learning Agreement is to be developed early in the course of the student's placement at the agency. It is to be specific and should be developed jointly by the student and the field instructor, and should be signed by the student, the field instructor, and the faculty liaison. It should identify measurable objectives and tasks, including, at least, the following objectives:

1. The student is to develop knowledge of the **organizational context of the agency** and an ability to translate this knowledge into an accurate and positive representation of the agency. This is to include, but not be limited to, policies and procedures, agency structure, funding, and channels of communication. Activities for learning regarding this objective will include:

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2. The student is to develop knowledge of the **community context** in which the agency provides its services. This is to include, but not be limited to, community resources, relevant policies, and factors that impact the clientele of the agency. Activities for learning regarding this objective will include:

3. The student is to develop knowledge and skill with respect to the **problem-solving process**. This is to include, but not be limited to, preparation for client contact, relationship skills, communication skills, information gathering and recording, defining the problem, analyzing information, contracting, terminating service, and evaluation. Activities for learning regarding this objective will include:

4. The student is to develop **self awareness and professional growth**. This is to include, but not be limited to, knowledge of the social work profession, handling of work expectations, use of supervision, and integration of the professional role. Activities for learning regarding this objective will include:

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5. **Other** activities of learning mutually agreed upon by the student and field instructor will include:

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(Signature of Student) (Date)

_____ _____

(Signature of Field Instructor) (Date)

_____ _____

(Signature of Faculty Liaison) (Date)