

The Learning Plan is a document that serves many purposes in your Field Placement.

- It serves as a roadmap for activities you complete during your internship.
- It serves as the assessment tool to measure your progress in skills and abilities.
- It provides a record and verification of your hours for yourself and your supervisor.
- It addresses the key competencies that the Council on Social Work Education expects graduates are able to master upon entering the field.

- *Each* practice behavior requires at least ONE activity to demonstrate mastery and a process to review/reflect.

- The best way to approach creating the Learning Plan is to make a comprehensive list, with your supervisor, of all the activities you will be doing at your internship. Then, you will simply plug in these activities into the appropriate practice behavior.

- These activities should meet several criteria:
 - They are **MEASURABLE**. It is important that there is a measure of your competency. Often this is attendance at a training, completion of an activity, a discussion with your supervisor, etc. *Ex: Simply stating “The student will behave in an ethical manner” is not measurable. Instead: The student will review the guidelines for Agency ABC, compare to NASW Code of Ethics, and discuss with supervisor.*
 - Make sure the activities show action. Use words like: review, discuss, create, identify, evaluate, interview, research.
 - It must be tailored and specific to your internship. State names of trainings, types of documentation, names of committee meetings, kinds of assessments, etc. It should be obvious what type of internship you are in based on your activities.

- ALL activities and practice behaviors must be demonstrated regardless of the type of placement.
 - Whether your agency is a micro, mezzo, or macro focus, you will be expected to have some type of client contact, group work and exposure, and research and policy interaction.

- The Learning Plan will be reviewed at Mid-Term and the Final with your supervisor and your Field Liaison.

- You will turn in the SIGNED document at the end of your internship to the Field Coordinator.

Student: Example of Intern Projects

Field Supervisor:

Agency: Superior Public Library

Faculty Liaison:

Off-Site Social Work Supervisor:

Date of midterm evaluation:

Date of final evaluation: _____

Please use the following as guide to determine the point that best describes the quality of practice being demonstrated in each activity.- Updated February 2019

Grade Scale					
NA*	1	2	3	4	5
<p><i>Student has not had the opportunity to complete activity/practice skill</i></p> <p>*For use on Midterm Score only.</p>	<p><i>Student demonstrates little or no knowledge, skills, or abilities and requires continuous supervision</i></p>	<p><i>Student demonstrates beginning level social work student knowledge, skills, and abilities with ongoing supervision</i></p>	<p><i>Student demonstrates intermediate social work student/emerging professional knowledge, skills, and abilities with periodic supervision</i></p>	<p><i>Student demonstrates required professional BSW-level knowledge, skills, and abilities with periodic supervision</i></p>	<p><i>Student demonstrates advanced professional BSW-level knowledge, skills, and abilities with minimal supervision</i></p>

- At the midway evaluation point, if the student has not yet had the opportunity to meet an activity scheduled for the second half of the field experience, an “NA” can be recorded in the evaluation slot.
- If the student falls below “2” on any competency at the time the final grade is determined, then the overall final grade may be considered a “fail” (F).

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession’s history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

Practice Behavior	Learning Activities	Mid-Term	Final
Making ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context	<ul style="list-style-type: none"> ● Identify examples of ethical library practice in supervisory sessions ● Compare and contrast Code of Ethics for librarians and social workers 		
Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations	<ul style="list-style-type: none"> ● Participate in available trainings and workshops, like Ryan Dowd’s Homelessness Training and The Social Work Intern and the Public Library webinar, that is related to social work and libraries ● Participate in regular seminar with Field Liaison and fellow students to process Field Internship 		
Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication	<ul style="list-style-type: none"> ● Maintain punctuality with field and seminar activities ● Exhibit professional attitude by arriving to library dressed appropriately and well-groomed and with a respectful demeanor to colleagues and clients 		
Use technology ethically and appropriately to facilitate practice outcomes	<ul style="list-style-type: none"> ● Discuss limits and challenges of technology with seminar and/or supervisor ● Review the library’s policies for technology use 		
Use supervision and consultation to guide professional judgment and behavior	<ul style="list-style-type: none"> ● Seek feedback and use guidance and supervision appropriately ● Meet routinely with Field Supervisor and come prepared to meetings. ● Consult with Field Supervisor/Liaison on strengths, challenges, areas for development. 		

	<ul style="list-style-type: none"> Attend Field Seminar/Weekly Supervision. 		
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Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture’s structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

Practice Behavior	Learning Activities	Mid-Term	Final
Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels	<ul style="list-style-type: none"> Attend a relevant training on diversity and difference and apply concepts learned at the internship agency -Examples: Ryann Dowd’s Homeless Training Research cultures (traditions, values, religions and family structures) of clients, groups, or communities that commonly use the library to better understand them. Share findings with supervisor and other staff members. 		
Present themselves as learners and engage clients and constituencies as experts of their own experiences	<ul style="list-style-type: none"> Actively participate when engaging with clients, asking relevant questions to understand their experiences -Examples: Children’s story time, working front desk 		
Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies	<ul style="list-style-type: none"> Explore and journal personal biases in supervision and examine how this may affect equitable delivery of services 		

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

Practice Behavior	Learning Activities	Mid-Term	Final
Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system level	<ul style="list-style-type: none"> • Familiarize self with current political events and consider how those events may impact patrons and libraries on a micro, mezzo, or macro level <p>-Examples: recent Duluth challenges and changes due to physical violence (security guards at libraries)</p>		
Engage in practices that advance social, economic, and environmental justice	<ul style="list-style-type: none"> • Identify barriers that clients face when accessing services at the library and develop strategies to lessen the barriers and discuss with supervisor <p>-Examples: resource guide, “tabling days” at the library, bulletin board</p>		

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

Practice Behavior	Learning Activities	Mid-Term	Final

Use practice experience and theory to inform scientific inquiry and research	<ul style="list-style-type: none"> • Create a SPL Staff Needs Assessment to help determine future trainings and projects that address the needs expressed by staff • Read “Whole Person Librarianship: A Social Work Approach to Patron Services” by Sara Zettervall and Mary Nienow 		
Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings	<ul style="list-style-type: none"> • Analyze and organize the results from the SPL Staff Needs Assessment • Develop a literature review with recommendations to inform practice interventions or organizational changes at the library 		
Use and translate research evidence to inform and improve practice, policy, and service delivery	<ul style="list-style-type: none"> • Learn the evidenced-based practices the library utilizes • Use the research found to help improve policies and practices within the library 		

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the 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 understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

Practice Behavior	Learning Activities	Mid-Term	Final
Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services	<ul style="list-style-type: none"> • Become knowledgeable about legislation and identify its effects on the library’s patrons or the library itself 		

<p>Assess how social welfare and economic policies impact the delivery of and access to social services</p>	<ul style="list-style-type: none"> Review the library’s policies and procedures handbook and consider intended and unintended consequences for clients -Examples: Book fines, permanent address for library cards 		
<p>Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice</p>	<ul style="list-style-type: none"> Advocate for client needs through conducting a training or proposing organizational policy changes to the staff and/or community after conducting the Staff Needs Assessment 		

Competency 6: Engage with Individuals, Families, Groups, Organizations

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to .

Practice Behavior	Learning Activities	Mid-Term	Final
Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies	<ul style="list-style-type: none"> • Identify environmental factors that may affect patron functioning at the library -Examples: location of library, signage • Research a particular culture’s norms for communication and engagement and share those results with supervisor 		
Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies	<ul style="list-style-type: none"> • Demonstrate active listening skills during meetings and in interactions with colleagues and clients -Examples: meeting/interviewing managers, story time groups, working with staff and patrons • Seek feedback from supervisor and colleagues about ways to build rapport and trust in interpersonal interactions 		

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

Practice Behavior	Learning Activities	Mid-Term	Final
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Collect and organize data, and apply critical thinking to interpret information from clients and constituencies	<ul style="list-style-type: none"> Analyze data given in SPL EDI Assessment Report, SPL Strategic Plan 2020-2024, SPL Data & Information Presentation Create a needs assessment for the staff to determine what kind of training needs to be provided 		
Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies	<ul style="list-style-type: none"> Attend inter-professional meetings and reflect learning in supervision Discuss results of SPL Staff Needs Assessment and determine future trainings/projects based on results 		
Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies	<ul style="list-style-type: none"> Research evidenced-based interventions for libraries and then discuss those intervention approaches with supervisor 		
Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies	<ul style="list-style-type: none"> Help set-up trainings based on the results from the SPL Staff Needs Assessment 		

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration.

Practice Behavior	Learning Activities	Mid-Term	Final
Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies	<ul style="list-style-type: none"> Determine commonly used resources for clients and create a resource guide that is easily accessible and user friendly for the library 		
Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies	<ul style="list-style-type: none"> Prepare for and help facilitate groups 		
Use inter-professional collaboration as appropriate to achieve beneficial practice outcome	<ul style="list-style-type: none"> Participate in inter-agency collaborative to analyze community needs Visit a referral agency, for outreach and the resource guide, to gain better understanding of their services 		
Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies	<ul style="list-style-type: none"> Assist in gaining support for a program, policy, or population group in the library -Examples: Creating new programs/events for certain social issue or populations that are seen in the library 		
Facilitate effective transitions and endings that advance mutually agreed-on goals	<ul style="list-style-type: none"> Set up a referral log at the library to track referrals and follow-up with patron and/or referral agency 		

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Practice Behavior	Learning Activities	Mid-Term	Final
Select and use appropriate methods for evaluation of outcome	<ul style="list-style-type: none"> Discuss with supervisor how to determine outcomes of a program; what aspects are important to include 		
Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes	<ul style="list-style-type: none"> Identify possible barriers or limitations for client outcomes using professional knowledge and consultation Examine how stages in the life span, affect outcomes and directions, and relate this to the results found in the needs assessment Using the strengths Perspective, examine the results of programs and assessments 		
Critically analyze, monitor, and evaluate intervention and program processes and outcomes	<ul style="list-style-type: none"> Write a summary report of the analyzed results from the staff needs assessment Identify themes of evaluation findings 		
Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels	<ul style="list-style-type: none"> Report findings/outcomes of assessments and policies and provide strengths and suggestions for improvement 		

<u>Mid-Term Evaluation</u>	<u>Final Evaluation</u>
Strengths:	Strengths:
Areas for Development:	Areas for Development:

Additional Comments:	Additional Comments:
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FINAL EVALUATION BY AGENCY FIELD SUPERVISOR:

I certify that _____ has completed a minimum of 450 hours of a social work internship per CSWE Standards. Based upon the above evaluation, I support assigning a grade of: **PASS** or **FAIL**.

Intern's Signature		Date:
Field Supervisor (Agency) Signature		Date:
Field Liaison (Faculty) Signature		Date:

The final/signed copy of the Learning Plan must be given to the Field Director upon completion.