Guide with Examples
Undergraduate Field Experience
Learning Plan Example

Student Name:

Name of Agency:

Agency Address:

Agency phone:

Agency Field Instructor:

Number of credits:

Number of clock hours:

Working Days/Hours:

Dates of Field Experience:

_________________________________________  _______________
Student's Signature                      Date

_________________________________________  _______________
Agency Field Instructor's Signature       Date

_________________________________________  _______________
UNI Social Work Faculty Liaison's Signature Date

The Learning Plan needs to include experiences in each of the following eight (8) areas with connections made to the Council on Social Work Education (CSWE) and Educational Policy and
Accreditation Standards (EPAS) 9 core competencies and practice behaviors, which can be found on pages 19-21 in the BA Field Manual or online at www.uni.edu/csbs/socialwork/field-instruction. Some practice behaviors may be used multiple times throughout the learning plan activities, but each practice behaviors should be demonstrated at least once throughout the field experience.

Students complete the learning plan with direction and guidance from agency instructors and submit it to the faculty liaison by the third weeks of their field experience. Students can also use the agency profile located on the IPT system to assist with completing the learning plan activities.

The emphasis on each of the areas will differ for each student as the agency settings are different. In each area identify specific, observable activities. Typically experiences are to be graduated from simple to complex, from concrete to abstract, and from team functioning to (where appropriate) independent functioning. The following experiences are examples of activities pertinent to each learning area and have been drawn from a variety of settings. The number (1-9) indicates what core competency the activity relates to and the letter (a-e) indicates what practice behavior.

1. Orientation to agency (introductions to all staff, tour of facilities, explanation of office procedures, place of the agency in the social service network, etc.)
   - Tour of facility and introduction to staff members (1c)
   - Explanation of the office rules and procedures (1a)
   - Explanation of the specifics of the Agency program(s) (1e)
   - Explanation of the relationship of Agency to community resources and programs (5b)
   - Observe Agency staff in delivery of services (5c)
   - Complete Mandatory Reporters Training Child and Dependent Adult (1a)

2. Experience in interviewing (planning and conducting interviews for a variety of purposes (intake, treatment, etc.), a variety of client systems (individual, family), in a variety of places (home, agency, community agency, school, etc.); i.e., developing interviewing skills)
   - Interview clients for social history (6a)
   - Collaborate with agency partners in developing action plans (8c)
   - Conduct home visits (2b)
   - Provide referral resources as needed (3b)
   - Assist patients in completing application and forms for services (2c)

3. Experiences in various social work roles with client base (counselor, educator, broker, case manager, mobilizer, mediator, facilitator, advocate):
   - Roles defined:
     - Counselor - provides support, encouragement, suggestions and assistance
Educator - provides information and teaches with the client system
Broker - makes appropriate referrals
Case manager - coordinates and oversees appropriate services
Mobilizer - brings together resources and individuals to address a need
Mediator - resolves conflicts and disputes between system members
Facilitator - leads groups
Advocate - represents the needs of a client/client base to get needed resources

- Explore options with parents about appropriate behavior modification techniques (8a)
- Provide information to client about various youth programming in area (6a)
- Refer clients to appropriate community resources based on needs assessment (7d)
- Facilitate client/agency/community meetings (8d)
- Meet with clients regarding agency program components (2a)
- Develop treatment plans (7c) (7d)
- Provide case management services (3a)
- Attend community coalition meetings (5a)
- Review client/team progress (8d)

4. Experiences in using the problem-solving process with a client or client system.

- Complete risk assessments to determine programming needs (7a)
- Provide skill development for parents (8a)
- Assist client in crisis management (6b)
- Review treatment plans/action plans (4a) (9a) (9b)
- Participate in termination/successful completion of services (8e) (9c)
- Understand and assist a client through an agency grievance procedure (3b)

5. Experiences with groups (observing and participating in groups which are a part of the social service delivery system in order to develop some understanding of group processes and some skill in relating in groups as a member or a facilitator, staff meetings, client groups organized for various purposes, large community groups)

- Attend all staff meetings (1b)
- Develop and deliver skill sessions for youth group (4c)
- Attend professional development trainings (1e) (4b)
- Attend Mandatory Reporters Training (3a) (3b)
- Provide patient education (8b)
6. **Experience in community activities** (observing and or participating in assignments which facilitate understanding of the agency role in the community, which draw attention to unmet community needs, and or which provide the opportunity for community planning, network with other agencies, participate in planning public education display or program)

   - Observe services offered by partnering community programs (8b)
   - Attend agency board meetings (9c)
   - Assist in outreach/promoting agency programs (9d)
   - Participate in lobby day in Des Moines (3a), (3b)
   - Serve on interdisciplinary professional teams (3b)

7. **Experiences in understanding administrative process** (observing and or participating in staff meetings, and or staff scheduling, funding and budget planning, board meetings)

   - Participate in client staffings (2a)
   - Participate in Agency staff meetings (3b)
   - Understand and explain entitlement programs (3a) (3b)
   - Assist with program evaluation activities (9a)
   - Assist with collecting agency data for grants (9d)

8. **Experiences with written work** (preparing and using various types of written work such as summaries, letters, psychosocial histories and assessments, recording for service needs and for own learning needs)

   - Maintain ongoing progress notes (1d)
   - Write up psychosocial histories (1c) (2b)
   - Write Treatment plans (8a)
   - Write Court reports (8d)
   - Risk assessment form completed for clients (2b)
   - Complete student weekly summary of learning (1c)
   - Write intervention anaylsis paper and share results with supervisor (4a) (4b) (4c)

Revised July 2019