**Undergraduate BA/BASW Social Work**

 **Field Orientation- Part II**

 **Practice Documentation**

This exercise is designed to assist you in practicing how to quickly ***navigate*** and ***practice*** documenting the three main field education forms:
***1****. Time &Task Log*, **2.** *Student Integrative Learning Contract*, **&** **3.** *Student Evaluation*.

This exercise is also designed to increase your awareness of the role and importance of these documents in **documenting** your developing social work competencies.

Even though, you will not complete the “Other Field Evaluation Forms”, upon completion of the Palmer Case, [ ] **navigate** to this area on the website and make a mental note these documents are due at the end of each semester.

Finally, as you complete each step, place a or 

in the corresponding box [x] and be prepared to sign the ***Field Agreement*** stating you completed this experiential activity.

**Field Document #1: Time & Task Log for Teresa Palmer Case**

Step #1: [ ] Read the entire Teresa Palmer Case

Step #2: [ ] Navigate to the website and open a blank Time &Task Log

Step #3: [ ] Complete one week of the Time &Task log based on the Teresa Palmer
 Experience- *all practice is based on the Teresa Palmer Experience*
 Step #4: [ ] Compare your Time &Task Log to the Sample

**Field Document #2: Student Integrative Learning Contract for Teresa Palmer Case**

Step #1: [ ] Navigate to the website and open a blank Student Integrative Learning
 Contract
 Step #2: [ ] Complete the Cover page- Type directly into the document (page 1)
 Step #3: [ ] Read, to yourself, the 9 Program Competencies associated with you
 earning a Professional degree in social work

Step #4: Select one of three learning areas- **Direct Practice, Service Impact, and/or Professional Learning):**[ ] Create one Learning Objective, Identify relevant Competencies,
[ ] Create five (5) Incremental Task Assignments,
[ ] Select Most Appropriate Methods of Evaluation,
[ ] Type your Initials and date

 **Field Document #3: Student Evaluation for Teresa Palmer Case**

Step #1: [ ] Complete the Cover page – Type directly into the document

Step #2: [ ] Read the paragraph in the box on the cover sheet, describing how
 students are evaluated and how a competent student is described
Step #3: [ ] Read the 9 Program Competencies associated with you earning a

 Professional degree in social work

Step #4: [ ] Read the information under the Performance Dimension Scale

Step #5: [ ] Read the five rating levels and their general definition
Step #6: [ ] Read Practice Behaviors and Outcome Measures for all three learning
 areas: Direct Practice, Service Impact, & Professional Learning



**Next… Student Agreement Field Signature Page!**  Upon completion of Section I & II, complete and submit Student Agreement Field Signature Page. You, the incoming field student, will provide your signature acknowledging your familiarity with field education through the navigation of the field section of the social work website