How to Fill Out the Learning Contract

At the beginning of each student’s field placement, they will need to work with their faculty liaison and their field instructors to complete the Learning contract. The purpose of this process is to help the student set activities for the upcoming educational experience.

To accomplish this, you can follow this step by step guide that will walk you through the process.

1. To begin, visit www.runipt.com.
2. Login using your personalized credentials. (For more on setting up your IPT account, see the “How to Login to IPT Guide”)
3. Once you login, you will see the screen below.
4. Click on forms on the left hand side of your screen.
5. Once you click on “My Forms,” you will see a screen similar to the one below.

   a. It is important to note that each student you supervise will have 2 documents: a Student Log and a Learning Contract. For the purposes of this guide, we will only focus on the learning contract. (For more information on the Student Log, please see the “Student Log Instructions” guide on our website.)

6. Click on the “View” link on the left-hand side of the screen, next to the Learning Contract.
7. Once you click “View,” the top of the next screen will look like the image below, which is the top of the Learning Contract.

   a. The areas highlighted in red below will appear blank, if the student has not yet filled it out.
      i. Students must fill out all the areas below highlighted in red. If they are not completed, the final document may not save correctly.

   b. The information below the highlighted areas are instructions on where to provide feedback, the numerical ranking system used in the contract to track student progress, and evaluation methods.

The University of Alabama School of Social Work
SW 90 Field Learning Contract And Evaluation Form

Student’s Name: Test Student
Field Instructor: Test Field Instructor
CWoD: 1111111 Face to Face

Instructions:
The Learning Contract is generated through a collaborative effort by the student and the field instructor and is managed through the IPT database. The learning contract is approved by the student, field instructor and faculty liaison by submitting an electronic signature. This approval electronic signature occurs at the initial approval of the learning contract mid-term and final.

Students: Review the following table of terms and definitions to gain a better understanding of what they mean in relation to developing your learning contract and how you are evaluated for this class. Become oriented with your field placement. Review the agency’s mission, goals, programs, populations served, etc. Meet with your field instructor to discuss the range of activities available to you. Summarize the scope of these learning activities in a written paragraph directly related to the advanced competencies and practice behaviors of your concentration.

FIELD INSTRUCTORS: Evaluate students using the far right columns using the numerical system below. Provide any additional feedback in the “Other” text box located in the activities section of each competency or at the end of the form in overall comments.

Rate each student on the degree to which she has exhibited beginning competence in performing each of the 42 behaviors listed. Please use the following scale: Note: 9 is not an allowable rating for the final evaluation. Also note that some of the practice behaviors are complex; for example, the student is expected to meet exhibit the behavior with several groups in several settings. To achieve a high rating, the student should have exhibited the behavior in all the ways listed. **Note that MSW students in their “concentration year placement” are expected to exhibit these behaviors at a higher level of competency than are BSW students or first year MSW students.****

4 Excellent: Student consistently exceeds expectations regarding required performance
3 Above Average: Student frequently exceeds expectations regarding required performance
2 Average: Student consistently meets the requirements
1 Below Average: Student occasionally fails to meet requirements; must improve
0 Unsatisfactory: Student frequently fails to meet requirements; must improve
9 Student has never had an opportunity to exhibit this practice behavior
8. Once you have read the instructional section, continue to scroll down the Learning Contract.

9. Just past the previous instructional section, you will come to the competency listings.

   a. In the green, you will see the competency listed.

   b. In the yellow, you will see the practice behaviors.

   c. In the red, you will see potential activities your student may participate in during placement.

      i. These are only suggestions. If you and your student decide to add additional activities, check the “Other” box in purple. You will then be able to enter in activities manually.

      ii. The purpose of this is to navigate and guide the student’s learning experience. Select/enter in activities that will help the student accomplish the desired educational goals, by checking the desired boxes in blue.

   d. In orange, you will see drop down boxes labeled “Midterm” and “Final.” This is where the field instructors and/or faculty liaisons will use the aforementioned numerical grading scale both at midterm and for the final grade.
10. You will scroll through many learning competencies. Once you have selected/entered activities for each competency, you will come to the bottom of the Learning Contract. It will look very similar to the image below.

a. Learning Plan Complete Option (Red box in the image below)
   i. If you select "Yes," then save the document, all activities that you did not select will disappear, giving you a cleaner document.
   ii. If at any time you want to retrieve the unselected activities, simply change Learning Plan Complete to "No."

b. For comments, simply click the pencil and paper icon (in green) and a dialogue box will appear for you to enter your information.

c. This is also where you will sign the Learning Contract, and you will sign it at 3 different points in the semester.
   i. Once the student, the faculty liaison, and the field instructor are agreed on the contents of the contract, each party will sign in the first location (in orange).
   ii. At midterm, the parties will sign in the midterm section (in yellow).
   iii. At the final, the parties will sign in the final location (in purple).
11. Below the signature sections, you will see the text pictured below.

   a. Liaisons: please be sure to assign a final grade in the drop down box, once the field placement is complete (in red).

12. The final item on the Learning Contract is the Save button. Any time anyone makes changes to the Learning contract, the changes **MUST BE SAVED**. If an activity is added, it must be saved. If a signature is completed, it will need to be saved. If it is not saved, all progress will be lost.

   ![](image)

   **Student's Grade (to be selected by the field instructor and verified by the liaison)**

   Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

   **CLOSE**      **SAVE**

   **Congratulations! You have completed the Learning Contract!**