

The University of Tennessee
College of Social Work
MSSW Program

**LEARNING PLAN FOR THE MANAGEMENT AND
COMMUNITY PRACTICE PRACTICUM**

Student: _____

Semester: Fall Spring Summer

Agency: _____

Date: _____

Field Instructor: _____

Field Consultant: _____

The learning plan is a working agreement between the field instructor, the student and the College. The plan is based on the goals of the management and community practice concentration and the learning objectives for the second year management and community practice field. This plan must be completed at the beginning of the academic year and reviewed and revised each subsequent semester. The learning plan can be revised at any other time if the field instructor, student and/or field consultant conclude that a revision is needed. The learning plan and its objectives will be the standard for evaluating the student's progress in field.

Under each objective, a list of suggested tasks/activities is provided. The field instructor and the student should review the objectives and select tasks/activities that will enable the student to achieve each objective. The field instructor and student should select as many of the tasks/activities that are available in the agency to assist the student's learning. There is additional space provided to add tasks/activities that are not listed and may be unique to the agency setting. When selecting learning activities, please keep in mind the student's experience, phase of learning, and learning style.

The completed and signed learning plan should be returned to the Senior Recorder, UT College of Social Work. The Senior Recorder will be responsible for obtaining the signature of the field consultant. **The field instructor and the student should keep a copy for their records and for periodic review and revision.**

Knoxville-Return to
228 Henson Hall
Knoxville, TN 37996-3333

Memphis-Return to
711 Jefferson
Room W-607
Memphis, TN 38163

Nashville-Return to
193 Polk Ave., Suite E
Room 278
Nashville, TN 37210

GOAL 1: Demonstrate use of major theories and models of organizational, management, community, and policy practice in a variety of settings, so as to select and implement effective decision-making and planned change strategies.

Objectives: The student should be able to:

- a) Identify the management and organizational theory(ies) that are used in the agency.
- b) Describe how management and/or community practice principles are applied in the agency.
- c) Identify the nature and characteristics of the internal and external environment of the agency in light of societal trends.
- d) Evaluate the decision making process, including roles, and the effectiveness of the process and outcomes

Tasks/Activities to accomplish objectives: (check all that apply)

- Read current articles on management and organizational theories (e.g. MBO, bureaucratic, etc.) and identify those that best describe the agency.
- Identify factors in the community or political environment that impact agency functioning.
- Observe the leadership styles of at least two leaders in the agency and identify which management theories they appear to use.
- Attend administrative staff meetings and agency board meetings.
- Analyze the agency's formal organizational chart reflecting on the structure of power and decision making relationship.

Other: (specify below)

GOAL 2: Incorporate the ethics and values of the profession in practice and in the development of the professional self with vulnerable and diverse populations in planning change efforts that are empowering and that advance social and economic justice.

Objectives: Student should be able to:

- a) Identify how the community service system interacts with needs of the agency's target population.
- b) Assess how the agency's services meet/ fail to meet the individualized needs of the client system with particular sensitivity to vulnerable populations.
- c) Analyze the cultural diversity of agency staff relative to populations served by the agency.
- d) Assess agency programs to determine if a client strengths and empowerment perspective is evident.
- e) Evaluate the degree to which professional values and ethics are demonstrable in the organization.

Tasks/Activities to accomplish objectives: (check all that apply)

- Discuss with field instructor the identified gaps in community service systems that represent patterns of exclusion for groups of people.
- Read the policy and procedure manual.
- Interview key people in the agency.
- Read the agency's affirmative action policy and the personnel policy manual.
- Discuss the code of ethics, value conflicts and diversity issues as they relate to agency services.

Other: (specify below)

GOAL 3: Critically analyze and evaluate organizational, community, and political systems through use of policy analysis and evaluation research.

Objectives: The student should be able to:

- a) Analyze public and agency policies relative to the service needs of a specific vulnerable client group.
- b) Use program evaluation methodology to more effectively deliver services and manage programs.
- c) Analyze various sources of information to assess program options and/or strategies for the improvement of services,, especially to high risk, vulnerable populations.

Tasks/Activities to accomplish objectives: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Design and implement a needs assessment to analyze community and/or agency needs, including resource issues and barriers to service delivery. | <input type="checkbox"/> Identify any local, state or federal legislation affecting this policy. |
| <input type="checkbox"/> Assess the efficacy of the agency's current program evaluation methodology. | <input type="checkbox"/> Present findings of needs assessment and program evaluation data to agency's Board of Directors, agency management, and/or other appropriate persons. |
| <input type="checkbox"/> Design and implement a program evaluation strategy for a specific agency program. | <input type="checkbox"/> Locate current information on this policy and discuss strengths and weaknesses with the field instructor. |

Other: (specify below)

GOAL 4: Design and implement a community, organizational, and policy-related interventions using management, community organizing, community development, and policy practice skills.

Objectives: Student should be able to:

- a) Evaluate agency services as they impact on the needs of diverse populations for organizational decision making.
- b) Plan and implement organizational, community, policy or organizational change project.

Tasks/Activities to accomplish objectives: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Use needs assessment in designing change strategy. | <input type="checkbox"/> Write or meet with legislators |
| <input type="checkbox"/> Convene agency and community persons interested in change strategy/intervention. | <input type="checkbox"/> Write testimony for a public hearing |
| <input type="checkbox"/> Organize a task group or grassroots community response | <input type="checkbox"/> Testify at a public hearing |
| | <input type="checkbox"/> Design/implement a marketing and public relations strategy to promote change or intervention. |

Other: (specify below)

GOAL 5: Assess, strengthen and employ resources available in the agency, including personnel, technological, and fiscal resources.

Objectives: The student should be able to:

- a) Apply skills in employee recruitment, staff development and/or determination of compensation and benefits.
- b) Participate in agency's funding and allocation process (e.g., grant writing, contract negotiation, etc.) including financial planning and cost benefit analysis.
- c) Identify financial management issues that affect the agency's ability to provide services.
- d) Apply computer technology to manage data, evaluate, and improve programs and services.

Tasks/Activities to accomplish objectives: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Write an evaluation of the fiscal strengths and weaknesses of the agency. | <input type="checkbox"/> Write a detailed report describing how outcome measures are derived, measured and analyzed in the agency. |
| <input type="checkbox"/> Write a description of the financial management system as it reflects social work practice standards. | <input type="checkbox"/> Review the report with the field instructor and discuss implications for planning. |
| <input type="checkbox"/> Prepare and submit with field instructor a grant proposal. | <input type="checkbox"/> Review personnel policies. |
| <input type="checkbox"/> Compare and discuss with field instructor the advantages and disadvantages of a variety of computer software programs in managing programs and data. | <input type="checkbox"/> Evaluate, design and implement training program(s) for staff. |
| | <input type="checkbox"/> Participate in the recruitment and hiring of staff. |

Other: (specify below)

GOAL 6: Actively engage in developing his/her professional self

Objectives: The student should be able to:

- a) Meet agency/professional standards for attendance, appointments and meetings
- b) Prepare for supervision conferences through reading, setting the agenda, and being prompt
- c) Seek and initiate opportunities for learning
- d) Follow through on commitments to clients and agency
- e) Interact with clients, colleagues, agency personnel and other professionals in an ethical and professional manner
- f) Assess strengths and limitations as a professional and use that awareness as tool for learning
- g) Distinguish his/her own needs, experiences, and values from those of the client
- h) Integrate new knowledge and/or suggestions given by field instructor

Tasks/Activities to accomplish objectives: (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Keep practicum log | <input type="checkbox"/> Prepare agenda for conferences with field instructor |
| <input type="checkbox"/> Keep practicum journal | <input type="checkbox"/> Complete evaluation forms |
| <input type="checkbox"/> Complete required documentation | <input type="checkbox"/> Attend in-service training |
| <input type="checkbox"/> Use time management skills | <input type="checkbox"/> Attend other training events relevant to practicum |
| <input type="checkbox"/> Develop learning tasks specific to this placement | <input type="checkbox"/> Read the agency's personnel policies regarding time and attendance |

Other: (specify below)

Signature Page

Field Instructor

Student

Field Consultant

Date

Reviewed/Revised

Field Instructor

Student

Field Consultant

Date

Reviewed/Revised

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Student

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