Learning Contract Directions
(This page is designed to provide directions for completing the Learning Contract.)

Directions for Fieldwork Seminar Instructors

• Discuss the Learning Contract in your seminar class and ask students to return the contract to you by the second week of instruction.
• Review the Learning Contract to verify that the activities and skills are appropriate and alert the student if the contract is not acceptable. Sign the back of the form only if it is acceptable and make a copy for your files.
• At the end of the semester, review the Learning Contract in conjunction with the Supervisor’s Evaluation of the Student to complete the final lab grade of credit/no credit.
• Return all Learning Contracts to the Fieldwork Office after posting grades (along with the other forms) so that they can be placed in the student’s file.

Directions for Students

• Complete all demographic information on the form.
• Look at the Skills Classification List included in your packet; consider which skills you believe you will work on during the semester.
• Thoroughly discuss the assigned activities and skills that you wish to develop, and complete the Learning Contract in collaboration with your fieldwork supervisor.
• Both the student and the fieldwork supervisor must sign the completed Learning Contract. Make a copy for your supervisor’s files.
• Bring the completed Learning Contract to your fieldwork seminar instructor within the second week of instruction or as directed.
• Your instructor will collect and review the duties/skills for appropriateness and sign the contract. Keep the original in a safe place.

Directions for Agency-Based Fieldwork Supervisors

• Thoroughly discuss the assigned activities and skills to be developed with the student.
• Complete and sign the Learning Contract with the student.
• Have the student return the Learning Contract to his/her fieldwork instructor.
• The student will return a copy of the Learning Contract for your files.
• Keep a copy for your review at the end of the semester when completing the Supervisor Evaluation of Student’s Performance form.
• Return the Learning Contract, along with all completed forms to the student at the end of the semester.

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