SOCW 4990/6940
Checklist for Creating Your Learning Agreement

Use this checklist to make sure you have met all requirements for the Learning Agreement

1. Self-Assessment
   □ Assess your personal learning needs and goals
     ▪ Complete the Field Education Student Self-Assessment
     ▪ Review your student self-assessment ratings to identify your priority learning needs (pay particular attention to items which you rated “Unsatisfactory” or “Needs Improvement”)

2. Identify Learning Activities with your Field Instructor and (if applicable) Task Supervisor:
   □ Review your individual learning needs
   □ Identify the learning activities available at your internship
   □ Review the suggested learning activities on the learning agreement

3. Construct your personal Learning Agreement
   □ Select suggested learning activities that match your learning needs and correlate with the learning activities available at your internship
   □ Modify all selected learning activities to make them more specific to your agency’s services and population.
   □ You may also create original learning activities. Activities need to be specific and measurable. Place the created learning activity under the appropriate competency.

4. Guidelines
   □ Make sure you select/create at least the minimum amount of learning activities for each competency
   □ Remove the suggested learning activities that you are not using

5. Approval
   □ Turn in a draft of your Learning Agreement to your Seminar Instructor
   □ Seminar Instructor approves or suggests revisions
   □ Once your Learning Agreement is approved it must be signed by Student, Field Instructor and Task Supervisor (if applicable)

6. It is the student’s responsibility to give copies of the signed Learning Agreement to:
   □ Student
   □ Field Instructor
   □ Task Supervisor (if applicable)
   □ Seminar Instructor