

#1

Weekly Log for _____, for week beginning _____
(your name) (date)

Hours completed this week: Total hours to date:

Activities:

Functions/Roles performed:

	Micro	Mezzo	Macro	S/W Profession
Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

NOTE: Set supervision schedule with your field instructor and discuss goals for supervision. How will your field instructor ensure that you are acculturated into the social work profession, and not just supervised on your work? What specific actions can you take to facilitate effective supervision? How will you prepare for supervision? What is the supervision style of your field instructor? What do you expect from supervision?

What is the agency's formal mission? Do an informal survey and ask employees to tell you in their own words what the agency's mission is.

How will ethics be taught in the field? Discuss with your field instructor.

Learning Contract: Work on your learning contract with your field instructor.

Other topics discussed:

Any problems, questions, etc. I should be alerted to?

#2

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(your name) (date)

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Activities:

Functions/Roles performed:

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Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Of the three core social work functions (consultancy, resource management, and education), which is most typically seen in your agency? What roles will you most likely serve in? Discuss the roles listed above with your field instructor, and clarify what they mean. How will you gain experience with micro, mezzo, and macro practice skills?

Any problems, questions, etc. I should be alerted to?

#3

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(your name) (date)

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Activities:

Functions/Roles performed:

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Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

How does your agency evaluate its services? Are individual projects or individual cases evaluated in your agency? What is defined as a success? A failure? How does your agency assure that it is keeping up to date? How does it know if it is using methods and providing services that have been demonstrated as effective?

In what ways does your agency deal with issues of confidentiality? Discuss relevant legal issues in your agency and how they are handled.

Any problems, questions, etc. I should be alerted to?

#4

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Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Documentation: How important is documentation in your agency? How is it monitored? Who developed the format for documentation? How can documentation be beneficial in reducing liability? Ask about other issues surrounding documentation.

Discuss how to build a professional network. What meetings can you attend, what contacts should you make to begin to meet other professionals who can help you get a job? How important is networking to social workers? In what ways is it helpful?

Any problems, questions, etc. I should be alerted to?

#5

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Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/ Monitor
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Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Critically evaluate a agency policy and discuss how the benefits and the challenges of the policy to the client, agency and society.

What are some broad policy issues that affect your agency and the clients it serves? How does your agency work to influence policy? What has your field instructor done in the past to try and change policies?

Any problems, questions, etc. I should be alerted to?

#6

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Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Begin your mid-term evaluation with your field instructor. Make sure you discuss progress towards your objectives for the semester. How do you and your field instructor feel you are progressing as a professional? What are your primary strengths? In what areas do you need to continue growing? What would you like to accomplish during the remainder of the practicum? Do you need to revise your learning contract? **Mid-term evaluations are due, check with your field liaison.**

Ethics: What are some of the ethical dilemmas your field instructor has dealt with? What, exactly, constitutes ethical social work practice? How are ethical dilemmas solved in your agency?

Any problems, questions, etc. I should be alerted to?

#7

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Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Diversity: Does the agency reflect the client population being served? If all the staff were photographed as a group, what would the picture look like? Why? How does the agency strive to attract diverse staff and volunteers? What success/difficulties have they encountered? Is there gender and racial equality in pay and responsibilities? Is diversity training offered to staff? What would you recommend to the agency to expand their diversity?

Client diversity: Is the client population similar or different from the staff? In what ways? Why? Does this present any challenges to the agency? Identify and discuss national and state diversity trends. How will these trends impact clients served by your agency?

Any problems, questions, etc. I should be alerted to?

#8

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Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Get a copy of the organizational chart for the agency, or ask your field instructor to draw the structure of the agency. Are lines of authority clear? Do the levels of authority match the levels of responsibility? Do things really work the way they are supposed to, according to the chart? Does the structure of the agency fit the philosophy of the agency? Where are the clients on the chart? Who is at the top? If you and your field instructor could change the structure of the agency, what would be different?

Any problems, questions, etc. I should be alerted to?

#9

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Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

What is the management philosophy in your agency? Does information flow up or down the ranks? How is information disseminated? Is this effective? How could communications improve? Who actually makes the big decisions? Are there cliques in the agency; 'in crowds' and 'out crowds'? Find or make an organizational structure of the agency, then discuss it with your field instructor.

Any problems, questions, etc. I should be alerted to?

#10

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Resource Mgmt.	<input type="checkbox"/> Broker/ Advocate	<input type="checkbox"/> Convenor/ Mediator	<input type="checkbox"/> Activist	<input type="checkbox"/> Catalyst
Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

What jobs in your agency require licensure (from any discipline)? How important is licensure to your agency? To most social service agencies? Why do social workers have licensure? How does it maintain and improve a profession? How do social workers in Virginia become licensed?

Discuss the national, regional and state issues around social work licensure vs. title protection.

Are you a member of a professional organization? Your field instructor? Why is it important to be involved in NASW and other organizations? How do you and your clients benefit?

Any problems, questions, etc. I should be alerted to?

#11

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Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

What sort of ethical issues do administrators deal with? How do these differ from micro-practice issues? What is liability? How does ethical social work practice reduce liability risk?

What are some of the ethical dilemmas your field instructor has dealt with? What, exactly, constitutes ethical social work practice? How are ethical dilemmas solved in your agency?

Any problems, questions, etc. I should be alerted to?

#12

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Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Identify your personal and professional strengths. Compile two lists: one of your personal strengths and one of your professional strengths. Each list must have at least 25 items. Discuss your strengths with your supervisor. Which of your strengths will take you the furthest? What kind of social work position do you feel best matches your unique set of strengths?

Any problems, questions, etc. I should be alerted to?

#13

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Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Student developed agenda: Student should develop a question and agenda for supervision.

NOTE: Final evaluation and final self-evaluation due soon, check with your field instructor

Any problems, questions, etc. I should be alerted to?

#14

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Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Reflecting on the first semester in the agency:

What are you most proud of?

What are you most grateful for?

What was your best experience?

What skill have you improved the most?

What one thing would you change, if you could?

How do you know if you are ready to assume the role of a professional social worker?

Any problems, questions, etc. I should be alerted to?

#15

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Consultancy	<input type="checkbox"/> Enabler	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Planner	<input type="checkbox"/> Colleague/Monitor
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Education	<input type="checkbox"/> Teacher	<input type="checkbox"/> Trainer	<input type="checkbox"/> Outreach	<input type="checkbox"/> Scholar

Please Evaluate the Effectiveness of Your Practice Interventions This Week:

Questions for Weekly Supervision:

Reflecting on the first semester in the agency:

Where do you go from here? What are your goals for 642? Ask your field instructor for advice and guidance.

How effective were these weekly logs in facilitating supervision? How were they helpful? How were they not helpful? Would you recommend their continued use for future students? Why or why not?

Any problems, questions, etc. I should be alerted to?