**Undergraduate Social Work | Field Orientation- Part II**

 **Practice Documentation**

This exercise is designed to assist you in practicing how to quickly ***navigate*** and ***practice*** documenting the three main field education forms:
***1****. Hours Log*, **2.** *Narrative Form (to support hours log)*, **&** **3.** *Learning Activities & Evaluation Tool*. Note the learning activities and evaluation tool is completed differently depending on your program (e.g. Foundation, Concentration-Micro, & Concentration-Macro).

This exercise is also designed to increase your awareness of the role and importance of these documents in **documenting** your developing social work competencies.

Even though, you will not complete the “Other Field Evaluation Forms”, upon completion of the Palmer Case, [ ] **navigate** to this area on the website and make a mental note these documents are due at the end of each semester.

Finally, as you complete each step, place a or 

in the corresponding box [x] and be prepared to sign the ***Field Agreement*** stating you completed this experiential activity.

**All practice is based on the Teresa Palmer Experience.**

**Field Document #1: Hour Log & Narrative Form for Teresa Palmer Case**Step #1: [ ] Read the entire Teresa Palmer Case

Step #2: [ ] Navigate to the website and open an example of an Hours Log AND a blank Narrative Form.

Step #3: [ ] Complete one week of time that would be entered on the Hours Log and then complete Narrative Form Week 1 based on the Teresa Palmer

 Experience

Step #4: [ ] Compare your Hours Log & Narrative Form Week 1 to the Sample

**Field Document #2: Student Learning Activities for Teresa Palmer Case**Step #1: [ ] Navigate to the website and open a blank Student Learning Activities &

 Evaluation tool associated with your program

Step #2: Navigate to the website and open the Directions to Complete the

 Graduate AMFE

 Step #3: [ ]  Read the information under step #2 on Learning Activities

 Step #4: [ ]  Read the nine (9) Program Competencies associated with

earning a Professional degree in social work

Step #5: [ ]  For each of the nine (9) competencies, select one of the behaviors and write one learning activity

 **Field Document #3: Student Baseline Assessment & Evaluation for Teresa Palmer Case**Step #1: [ ] Continue with the tool you worked from the above section

Step #2: [ ] Read the box on the top of the page, describing how

students are evaluated and how a capable student is described
Step #3: [ ] Navigate to the website and open the Graduate Level Directions to

Complete the AMFE

Step #5: [ ] Read the information under the Step #1 on how to complete the Baseline

Assessment

Step #6: [ ] Read the information under Steps #3, 4 and 5 on how to complete the

 midpoint and endpoint evaluations and learn the 5 Ps.

**Next… Student Agreement Field Signature Page!**  Upon completion of Section II, complete and submit Student Agreement Field Signature Page. You, the incoming field student, will provide your signature acknowledging your familiarity with field education through the navigation of the field section of the social work website