

Sample Supervision Agenda and Note Sheet

Student Name:

Date:

Review and Discuss Learning Agreement and Other Relevant Activities	
Competencies 1. Ethics & Professionalism 2. Diversity & Difference 3. Human Rights & Social Justice 4. Research	5. Policy Practice 6. Engagement 7. Assessment 8. Intervention 9. Evaluation
Content	
Activities and Tasks Completed, Date and Corresponding Competency	
<p>On September 13, 2017, successfully engaged in collaboration meeting with frustrated stakeholders regarding recent housing ordinance proposal (Competency 6).</p> <p>Advocated for a change in policy to eliminate the impact on marginalized groups, e.g., low socio-economic status. (Competency 3)</p> <p>Communicated in a clear and professional manner (Competency 1)</p> <p>On September 14, 2017....</p>	
Discussion Topics Involving Next Steps on Assignments, Cases, Projects, etc.	
<p>~ Brainstorm ideas on how to address concerns noted by stakeholders (Competency 8)</p> <p>~ Process own frustration regarding barriers identified by the stakeholders (Competency 1)</p> <p>~ Discuss the analysis completed on the policy in an effort to identify specific recommendations for change (Competency 5)</p>	
<p>Success, Strengths: <u>Student's Perspective</u> ~ Suzy (client) got her driver's license today! Now she can apply for that higher paying job she wanted! ~ Was able to manage strong emotions when interacting with frustrated stakeholders (Competency 1)</p> <p><u>Field Instructor's Perspective</u> ~ Student demonstrated a capacity to reflect upon a difficult situation and identify own responses and how they influenced the progression and conclusion of the meeting (Competency 1)</p>	
<p>Concerns, Challenges: <u>Student Perspective</u> ~ Need to learn more about the needs of the community to better understand the complexity of the challenges facing the community. (Competency 2)</p>	

<p><u>Field Instructor's Perspective</u></p> <p>~ Student needs to work on understanding how the policy fits within the larger framework of issues that are facing the clients and their community. (Competency 5)</p>		
<p>Steps to Improve Level of Competence: Student will continue to attend meetings with stakeholders to better understand the challenges facing individuals affected by the ordinance proposal.</p> <p>~ With assistance from the field instructor, the student will review historical information related to housing ordinances and/or policies to better understand how current issues were influenced by these past ordinances/policies and the rationale for the new ordinance proposal.</p>		
<p>Review Hours, Calendar, Documentation, Upcoming Projects, Process Recordings, etc.</p>		
Follow up on:	Due Date:	Who is responsible:

Adapted by Michigan State University School of Social Work Field Office From Field Instructor Kelly Kochert, LCSW, UT School of Social Work