

Make one copy of this form, title it “Your last name/Placement site Learning Plan” e.g. “Martinez/XYZ Agency/Learning Plan”, complete with mentor, and share with editing rights to [name of instructor] Keep it in Google Docs format so that it can be used for midterm and final evaluation. Do not convert to WORD or .pdf until the term/practicum experience ends.



Human Services Practicum Learning Plan

HDFS 272

1. Student and Site Information	
Student	
Site	
Mentor	
Term and Year	

2. Student Learning Plan		
To be created collaboratively by the mentor and the student with the site's and the student's needs, strengths and interests in mind.		
Competency	Objectives By the end of the term, the student will be able to...	Tasks, Activities, and/or Projects to meet Objectives What will the student do ? Be as specific and concrete as possible (e.g. what actions will they perform in order to meet the objective in the prior column)
Demonstrate	Apply professional skills	

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2. Student Learning Plan

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Competency	Objectives By the end of the term, the student will be able to...	Tasks, Activities, and/or Projects to meet Objectives What will the student do ? Be as specific and concrete as possible (e.g. what actions will they perform in order to meet the objective in the prior column)
Process Skills	including dependability and reliability.	
	Apply personal skills including self-discipline, taking initiative, using a problem-solving approach, and time management.	
	Apply teamwork skills including flexibility and adaptability, communication, and maintaining working relationships with others.	
Demonstrate knowledge of scope, purpose and structuring of the agency or organization	Identify the needs of the population served by the agency or organization.	
	Describe the everyday operations including the roles and responsibilities and funding sources of the agency or organization.	

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2. Student Learning Plan

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Competency	Objectives By the end of the term, the student will be able to...	Tasks, Activities, and/or Projects to meet Objectives What will the student do ? Be as specific and concrete as possible (e.g. what actions will they perform in order to meet the objective in the prior column)
	Describe the mission and philosophies (beliefs or theories) that are used within the agency or organization.	
Apply ethics and values	Identify the ethical standards of behavior for professionals & interns within the agency.	
	Practice ethical behavior.	
Develop Cultural Competence	Describe historical and current treatment and experience of the client population. Include factors such as societal bias, “isms” and government funded treatment and services.	
	Practice cultural humility; examine one’s own social identity and “listen” to others’ experiences and views.	

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3. Student Schedule

Draft regularly scheduled nine hours/week; this schedule may be adapted at the start of the term as needed

Monday	2 - 3:50 p.m. Class Seminar for HDFS 272 (all students)
Tuesday	
Wednesday	
Thursday	
Friday	
Weekend	
Variance in hours (if needed)	

4. Mentor and Student signatures

Student signature and date:

Mentor signature and date:

5. Human Services Faculty Feedback and Plan Approval

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Date received at LBCC:	Faculty Signature:
Revisions needed:	

Midterm Assessment to be completed by Mentor

(And discussed with the practicum student in person)

Student is...	Progressing as expected	Not progressing /has not yet begun this work	Comments
Demonstrate Process Skills			
Demonstrate knowledge of scope, purpose and structuring of the agency or organization			
Apply ethics and values			
Develop Cultural Competence			
SMART Goal			

Note: in areas where student may feel stuck or is not progressing, please review the student’s Learning Plan as well as [the resources and examples on this sample plan](#) to develop a plan for the remainder of the term.

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Midterm Date and Initials This assessment has been discussed by the mentor and the student and a plan developed to move forward with progression.				
Mentor’s Initials/Sig:	Student’s Initials/Sig:	Date:	Hours worked to date:	Instructor Acknowledgement:

Final Evaluation to be completed by Mentor (Provide examples and context for rating in the comments section; discuss with the practicum student in person or via video call)				
Student has	Not met	Fully met	Exceptional	Comments
Demonstrated Process Skills				
Demonstrated knowledge of scope, purpose and structuring of the agency or organization				
Consistently applied ethics and values				

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Demonstrated the development of Cultural Competence				
SMART Goal				

<p style="text-align: center;">Final Date and Initials</p> <p>This assessment has been discussed by the mentor and the student and a plan developed to move forward with progression.</p>				
Mentor’s Initials/Sig:	Student’s Initials/Sig:	Date:	Hours completed:	Instructor Acknowledgement: