*This agenda is to be completed and sent to your Field Instructor at least 24 hours before your weekly supervision meeting.

### Supervision Agenda: Weekly, One Hour

**Date:** ________________  
**Intern Name:** ____________________________________  
**Field Instructor:** ___________________________________  
**Others present:** ____________________________________ (i.e. students, task supervisor/s)

#### Review and discuss how you completed all tasks for each of the practice behaviors (PBs) you started and/or completed this week  
(You must look at the Learning Contract to complete this)

| Check-off competencies discussed using the Learning Contract | □ 2.1 Ethical and Professional Behavior | □ 2.6 Engagement  
|------------------------------------------------------------|----------------------------------------|------------------  
|                                                            | □ 2.2 Diversity and Difference         | □ 2.7 Assessment |
|                                                            | □ 2.3 Advance Human Rights             | □ 2.8 Intervention  
|                                                            | □ 2.4 Research                         | □ 2.9 Evaluation |
|                                                            | □ 2.5 Policy Practice                  |                  |

**Review of client cases and/or client groups:**
- Discuss at least one client case to discuss in detail with case plan and interventions (case file review).
- Bring documentation for review.

*Use this space to both prepare for and take notes during supervision.

**Share a success:** What are you most proud of this week and why?

**Answer these questions about your concerns, struggles, challenges this week and discuss:**
- Describe how are you feeling about working at the agency so far?

- List at least 2 self-care tools/exercises you have implemented?

- Give an example of how are you maintaining boundaries while being client-focused and building cultural competency.

- Describe an ethical dilemma and/or challenging situation at the agency this week and how you found a solution. *Be sure to refer to the NASW Code of Ethics when you present this to your field instructor.

**Review:** Log of hours, supervision log, assignment due dates, documentation, upcoming projects, process recordings, follow up needed and include and document due dates on your calendar
**Practice Behaviors (PBs):** List practice behavior tasks you must still complete below and/or highlight them directly on your Learning Contract

*Your Field Instructor will need to help you identify activities at the agency you can participate in once you identify the required tasks from the Learning Contract together.*

**Document how and when you expect to complete the tasks:**

<table>
<thead>
<tr>
<th>Competency 1 — Demonstrate Ethical and Professional Behavior:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List PBs and the tasks from the Learning Contract</strong></td>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td><strong>Behavior:</strong></td>
<td><strong>Required Field Learning Task:</strong></td>
</tr>
</tbody>
</table>
| 1. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to conduct. *Dimensions: Skills, Values, Cognitive and Affective Processes*** | a. Discuss NASW Code of Ethics with Field Instructor and apply to a case in supervision  
b. Identify and discuss ongoing ethical dilemmas in the agency in supervision |

**Competency 2 — Engage Diversity and Difference in Practice:**
List PBs and the tasks from the Learning Contract

**Competency 3 — Advance Human Rights and Social, Economic, and Environmental Justice:**
List PBs and the tasks from the Learning Contract

**Competency 4 — Engage in Practice-Informed Research and Research-Informed Practice:**
List PBs and the tasks from the Learning Contract

**Competency 5 — Engage in Policy Practice:**
List PBs and the tasks from the Learning Contract

**Competency 6 — Engage with Individuals, Families, Groups, Organizations, and Communities:**
List PBs and the tasks from the Learning Contract

**Competency 7 — Assess Individuals, Families, Groups, Organizations, and Communities:**
List PBs and the tasks from the Learning Contract

**Competency 8 — Intervene with Individuals, Families, Groups, Organizations, and Communities:**
List PBs and the tasks from the Learning Contract

**Competency 9 — Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities:**
List PBs and the tasks from the Learning Contract

**Additional Action Items:**
- Make a section in your internship binder called “Weekly Supervision Agendas” for this form.
- Review/answer the questions BEFORE your supervision meeting so you can be prepared.
* Field instructors must be present for supervision and BSW and MSW I student supervision can be done in groups.