

SSWiS Tutorial: How to Complete a Learning Agreement and Competency Evaluations (LACE)

This tutorial will show you how to access, fill out, save and sign (submit) the following SSWiS forms:

- Generalist Learning Agreement and Competence Evaluations (GLACE)
- Specialization Learning Agreement and Competence Evaluations (SLACE)

For instructions on completing *other* SSWiS forms, please see the general “How to complete a SSWiS form” tutorial.

Please note: Only one person should edit a SSWiS form at a time. If two people try to save changes to the same form (such as a LACE) *at the same time*, one person's changes will be lost. (This can also occur if one person has the *same* form open in two different browser tabs simultaneously on their computer.) If this happens to you, you will receive an on-screen notification indicating that you need to re-open and complete your changes again. To avoid this situation, you should not have open the same specific form as another person at the same time. For instance, a student and a field instructor should not edit the *same* LACE on two different machines simultaneously.

To Begin ...

Step 1

Go to SSWiS at
<http://ssw.unc.edu/sswis>.

Students: On the left-hand side of the page, under “Students & Faculty,” click on the green “login” button.

Field Personnel: On the right-hand side of the page, under “Field Personnel,” click the blue “login” button.



Step 2

Log into SSWiS using your username and password.

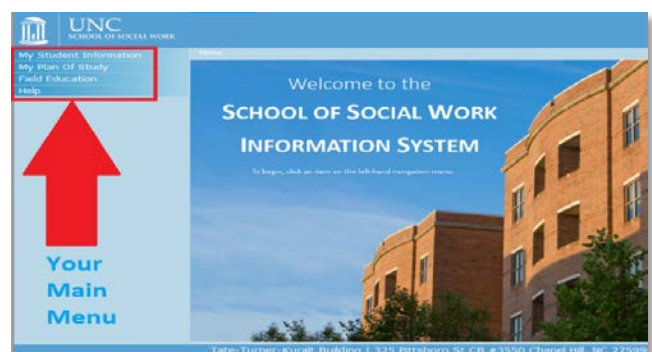
Students: Use your ONYEN username and password.

Field Personnel: If you have not registered to use SSWiS before, follow the instructions beneath the “Sign In” button to do so.

Step 3

Use the left-hand navigation menu to access all of your SSWiS resources. This menu is identified by the red arrow in the screen capture to the right. Your main menu items are:

- My Student Information
- My Plan of Study
- Field Education
- Help



Accessing a LACE form

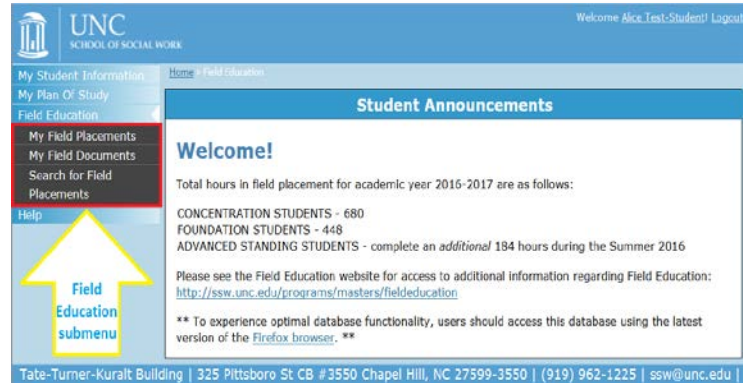
Step 4

Using the left-hand navigation menu, click on **“Field Education.”**

As a result, on the navigation bar, this will display a submenu (see the red box in the screen capture to the right) with the following:

- “My Field Placements” (for Field Instructors [FI], Task Supervisors [TS] and Field Faculty [FF], this is labelled, “Assignments”)
- “My Field Documents” (FI/TS/FF: “Documents”)
- “Search for Field Placements”

Please also review on this page the “Student Announcements” section.



Step 5

Using the left-hand navigation menu, click on **“My Field Documents”** (FI/TS/FF: “Documents”).

Your Field-related documents will now be displayed. Locate the desired LACE (either Generalist or Specialization) by searching the form titles listed in the “Form Name” column.

Note that, by default, these forms are ordered by their due dates so the next form that is due should be after the last form you completed. (To change this default ordering of forms, click on a column header, such as “Academic Year,” “Agency,” “Form Name” or “Status.”)

The screenshot shows the UNC School of Social Work Field Education page with a list of documents. A red arrow points to the 'Open' button next to the 'Advanced Standing Planning Guide' document.

Academic Year	Placement Type	Agency	Unit	Form Name	Due Date	Status
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Advanced Standing Planning Guide	06/20/2016	Unopened Open
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Learning Agreement - Advanced Standing	07/01/2016	Unopened Open
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Performance Evaluation - Advanced Standing	07/28/2016	Unopened Open
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Concentration Monthly Report I (June)	06/30/2016	Unopened Open
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Concentration Monthly Report I (July)	07/31/2016	Unopened Open

Please also note that you may need to use the right-hand vertical scrollbar (see red arrow in the screen capture above) to see all of your documents.

Step 6

Once you have identified the LACE with which you would like to work, click the **“Open”** button (see red arrow in the screen capture to the right) associated with this LACE.

The screenshot shows the UNC School of Social Work Field Education page with a list of documents. A red arrow points to the 'Open' button next to the 'Advanced Standing Planning Guide' document.

Academic Year	Placement Type	Agency	Unit	Form Name	Due Date	Status
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Advanced Standing Planning Guide	06/20/2016	Unopened Open
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Learning Agreement - Advanced Standing	07/01/2016	Unopened Open
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Performance Evaluation - Advanced Standing	07/28/2016	Unopened Open
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Concentration Monthly Report I (June)	06/30/2016	Unopened Open
2016-2017	Pre-Concentration	UNC School of Social and Practice Work	Fatherhood Research and Practice Network	Concentration Monthly Report I (July)	07/31/2016	Unopened Open

Completing a LACE form

Step 7

Once you have opened the desired LACE form (Steps 1 - 6 above), the first page you will see is entitled, “**Student Information.**” This page contains information regarding the placement’s student, agency, unit, field instructor, task supervisor (if present), and field faculty member.

The information on this page is automatically populated from other parts of the SSWiS system. If you find any errors on this page, you may need to edit your personal information on SSWiS or in Connect Carolina (students) or contact your field faculty member for assistance.

Foundation Student Learning Agreement & Competency Evaluation

Student Information

Student: Test-Student, George Gary Email: ty@unc.edu

Phone number: Agency: 123 Test Agency for Demonstration Unit: Test Unit for Demonstration

Street: 301 Pittsboro St City: Chapel Hill State: NC Zip Code: 27599-3550

Field Instructor: Test-Instructor, Freda Email: freda@unc.edu

Phone number: (919) 555-1212

Task Supervisor: Brigham, Rebecca Burgess Email: brigham@unc.edu

Phone number: (919) 363-2705

Period Covered by this Agreement from 5/21/2016 to 10/21/2016

Field Faculty: Rosenfeld, Lawrence J Email: lrosenfe@unc.edu

Phone number: (919) 555-3434

Save

Tate-Turner-Kuratt Building | 325 Pittsboro St CB #3559 Chapel Hill, NC 27599-3550 | (919) 962-1225 | ssw@unc.edu | UNC

Step 8

Over all, a LACE has **fourteen sections**, starting with “Student Info” and ending with “Signatures.” In between are fields for students and field personnel (FI/TS/FF) to complete regarding the field placement’s “Schedule,” “Instructions” for filling in the form, nine “Competency” sections, and “Summaries” of student’s strengths, limitations, directions and goals.

To move through these various LACE sections, there are two methods:

1. The **left-hand navigation bar** (see the green arrow in the screen capture to the left)
2. “**back**” and “**near**” buttons (see the yellow arrows in the screen capture)

Foundation Student Learning Agreement & Competency Evaluation

back button demonstrate Ethical next button

left-hand navigation menu

Learning Agreement Activities for Item 1a

This student demonstrates the ability to:

1a. 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 context.

Review agency policies and NASW code of ethics and analyze similarities and differences in weekly supervision.

Identify ethical concerns and explain how the NASW Code of Ethics guides your responses to clients and client systems.

Identify how your personal values may conflict with social work professional values and develop plan for guiding your practice.

Review and discuss with FI/TS agency policies related to confidentiality, client rights, and social work disclosure requirements.

Respond to ethical concerns at the time of occurrence and resolve appropriately with the guidance of the FI/TS.

Discuss cross-cultural issues with FI and other agency professionals.

Other: (engage in ethical decision-making with supervisor(s)).

Other: (engage in ethical decision-making with supervisor(s)).

Check all that apply

DP CHPP

First Evaluation: SOWD 520

Student Self-Assessment Field Instructor Assessment

1 2 3 4 5 NA 1 2 3 4 5 NA

Final Evaluation: SOWD 521

Student Self-Assessment Field Instructor Assessment

1 2 3 4 5 1 2 3 4 5

Save

Step 9

Each “Competency” ability (or “indicator”) has its own section which is comprised of three parts:

1. **Learning Agreement Activities** (the top half of the section, with **light grey** headers as shown in the screen capture to the left)
2. A first-semester **Competency Evaluation** (either 520 or 820, with **yellow** headers)
3. A second-semester **Competency Evaluation** (either 521 or 821, with **green** headers)

Foundation Student Learning Agreement & Competency Evaluation

Core Competency 1 - Demonstrate Ethical and Professional Behavior

Learning Agreement Activities for Item 1a

This student demonstrates the ability to:

1a. 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 context.

Review agency policies and NASW code of ethics and analyze similarities and differences in weekly supervision.

Identify ethical concerns and explain how the NASW Code of Ethics guides your responses to clients and client systems.

Identify how your personal values may conflict with social work professional values and develop plan for guiding your practice.

Review and discuss with FI/TS agency policies related to confidentiality, client rights, and social work disclosure requirements.

Respond to ethical concerns at the time of occurrence and resolve appropriately with the guidance of the FI/TS.

Discuss cross-cultural issues with FI and other agency professionals.

Other: (engage in ethical decision-making with supervisor(s)).

Other: (engage in ethical decision-making with supervisor(s)).

Check all that apply

DP CHPP

First Evaluation: SOWD 520

Student Self-Assessment Field Instructor Assessment

1 2 3 4 5 NA 1 2 3 4 5 NA

Final Evaluation: SOWD 521

Student Self-Assessment Field Instructor Assessment

1 2 3 4 5 1 2 3 4 5

Save

Step 10

Each **Learning Agreement** part includes multiple activities. Students and/or field personnel indicate which activities are available to a student by checking the “DP” (Direct Practice) and “CMPP” (Community, Management & Policy Practice) boxes to the right of an activity.

On each Learning Agreement section, several activities are already written out. To write out additional activities, use the “Other:” fields (shown at the bottom of the screen capture to the right).

Note that, in Competency 1, most of the activities are required and thus, by default, are already checked when you first open the document. These cannot be unchecked.

Learning Agreement Activities for Item 1.1			
This student demonstrates the ability to:	Select appropriate learning activities and/or add additional activities in the "Other" box.	Check all that apply	
		DP	CMPP
1.1 - Understand and appropriately use global, regional and setting specific regulations and policies for effective practice.	Explore ethical implications of the organization's internal policies (e.g. personnel and financial) as well as external policies (e.g. processes for engaging organization and community partners in decision making).	☒	☒
	Go to the UN Human Rights Council website to learn how the inter-governmental body strengthens the promotion and protection of human rights around the globe. Discuss with your H/IS how your placement agency may or may not be impacted by international regulations and policies.	☒	☐
	Read and be familiar with safety policy and procedures of the agency. Complete the Workplace Violence Checklist with field instructor.	☒	☒
	Other:	☐	☐
	Other:	☐	☐

Step 11

Below the Learning Agreement part are the **Competency Evaluations**. These are broken into two color-coded pairs of boxes. The yellow pair of boxes are for the first semester and the green pair are for the second semester. In each pair, the left-hand side is to be completed by the student and the right-hand side by field instructors. (Student will not be able to use the Field Instructor buttons and vice-versa.)

To choose a rating, click on the rounded button (known as a “radio button”) beneath the appropriate number. The assessment associated with each number is identified by the “Rating Criteria” to the right of the color-coded boxes. For more information on the rating criteria, click on the “Help” button next to the words “Rating Criteria.”

Competency Evaluations for Item 1.1												
Rating Criteria: help	First Evaluation: SOWO 820											
	Student Self-Assessment						Field Instructor Assessment					
	1	2	3	4	5	NA	1	2	3	4	5	NA
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	5 - Superior Competence											
	Final Evaluation: SOWO 821											
	Student Self-Assessment						Field Instructor Assessment					
	1	2	3	4	5	1	2	3	4	5		
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		
	4 - Competence											
	3 - Emerging Competence											
	2 - Limited Competence											
	1 - Not Completed											
	N/A - not applicable											

Step 12

For each Competency, the last section is for “**Comments**” (see the screen capture to the right). These are color coded by semester as well. For each semester, the Field Instructors comments go on top and the student’s comments below. (Field Instructors cannot enter text into the student’s fields and vice-versa.)

STUDENT INFO
SCHEDULES
INSTRUCTIONS
COMPETENCY 1
COMPETENCY 2
COMPETENCY 3
COMPETENCY 4
COMPETENCY 4.1
COMPETENCY 4.2
COMPETENCY 4.3
COMPETENCY 4.4
COMPETENCY 4.5
COMPETENCY 4 COMMENTS
COMPETENCY 5
COMPETENCY 6
COMPETENCY 7
COMPETENCY 8
COMPETENCY 9
SUMMARIES
SIGNATURES
Score All Sections
Peer Score:

Concentration Student Learning Agreement & Competency Evaluation
Core Competency 4 - Engage in Practice-Informed Research and Research-Informed Practice
Informed Practice
SOWO 820 - Student provides a specific, descriptive example of demonstrated competence of Core Competency 4 - Engage in Practice-Informed Research and Research-Informed Practice:
Field Instructor Comments: Date:
Student comments: Date:
SOWO 821 - Student provides a specific, descriptive example of demonstrated competence of Core Competency 4 - Engage in Practice-Informed Research and Research-Informed Practice:
Field Instructor Comments: Date:
Student comments: Date:

Saving, Submitting and Printing a LACE form

Step 13

After you have completed part or all of the form, before you exit it, be sure to **click on the “Save”** button at the bottom of your screen (see the yellow arrow in the screen capture to the right); otherwise, your work will not be saved.

After you have clicked the “Save” button, you should see a green-lettered **success message** above the “Save” button stating: **“Form values have been saved”** (see the green arrow in the screen capture).

Please note that if you do not see the above-mentioned success message then **you may have to click on the “Save” button a second time** (once to save your text to your browser and once more to store it in the actual SSWiS database).

The screenshot shows the LACE form for Core Competency 1 - Demonstrate Ethical and Professional Behavior. It includes a table for Learning Agreement Activities, a table for Competency Evaluations, and a Success Message. A yellow arrow points to the 'Save' button, and a green arrow points to the 'Form values have been saved' message.

This student demonstrates the ability to:	Select appropriate learning activities and/or add additional activities in the "other" box.	Check all that apply	DP	CHPP
1.2 - Demonstrate the ability to maintain professional and personal boundaries, use self-disclosure appropriately, and regulate personal emotions in the practice setting.	Discuss and demonstrate the appropriate use of self-disclosure with FI/TS or other agency personnel.	☐	☐	☐
	Consistently display appropriate professional and personal boundaries when interacting with FI/TS, agency personnel, and/or other community professional & stakeholders.	☐	☐	☐
	Review and discuss with FI/TS agency policies related to confidentiality, client rights and social work disclosure requirements.	☐	☐	☐
	Other:	☐	☐	☐
	Other:	☐	☐	☐

Rating Criteria: help	First Evaluation: SOWO 820	Field Instructor Assessment
5 - Superior Competence	1 2 3 4 5 NA	1 2 3 4 5 NA
4 - Competence	☐	☐
3 - Emerging Competence	☐	☐
2 - Limited Competence	☐	☐
1 - Not Competent	☐	☐
N/A - not applicable	☐	☐

Final Evaluation: SOWO 821	Field Instructor Assessment
1 2 3 4 5	1 2 3 4 5
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

Form values have been saved.

Save button **Save**

Please be sure you see a success message each time you save

If you click “Save” a second time and still do not see the **success message**, then you may no longer have a connection to the SSWiS database. (This may occur if your session timed out due to a lack of activity or if your Internet service was disrupted for some reason.) You can test to see that you still have a connection to the SSWiS database by clicking on your name (next to the word “Welcome” and before “Logout”) in the upper right-hand corner of your browser window. If you still have a connection to the SSWiS database then you should see a “Personal Information” tab displayed with your name and email address. You can click on the “Back” button to return to you LACE.

If, however, you have lost your connection to the SSWiS database, then when you click on your name (between the “Welcome” and “Logout”) you will instead be shown an ONYEN login screen. In this case, you will need to log back into SSWiS in order to saving your LACE data to the SSWiS database; your LACE will show your data from the point at which you last saved and were shown a success message.

If after these steps you still do not see a success message after you click the “Save” button, then please contact SSWiS help using the instructions provided on the SSWiS Help page at <https://sswis.unc.edu/ssw/Home/Help> . If you do not see a success message after clicking the Save button, then you cannot be certain your data is being permanently saved.

Step 14

After you are satisfied that you have completely filled in and saved your form, go to the “Signatures” section and **click the appropriate “Sign” button** (see the purple buttons in the screen capture to the right). For each signatory, each LACE has three “Sign” buttons:

1. one for the **Learning Agreement** (beneath the **light gray** instruction box)
2. one for the first semester (either **SOWO520** or **SOWO820**, beneath the **yellow** instruction box)
3. one for the second semester (either **SOWO521** or **SOWO821**, beneath the **green** instruction box)

Each section is to be signed at a different time during the academic year.

For students, clicking a “Sign” button will **submit** your LACE to your assigned field instructor, task supervisor (if one is assigned) and field faculty.

Note that, for the LACE’s “**Learning Agreement**” sections, when *your field faculty member signs*, the Learning Agreement sections will be “**locked**” and you will no longer be able to edit it. For each of the “**Competency Evaluation**” sections, when *either you or your field faculty member signs*, the pertinent section will be locked. For more details, see the LACE’s “Signatures” page.

After you sign the form, a green-lettered **success message** will display stating: “**Form has been saved**” (see the green arrow in the screen capture to the right). In addition, a **date and time stamp** will display to the right of your name (see yellow arrow) indicating when your LACE form was signed.

You’re done! Congratulations!

Step 15

Printing your LACE forms is recommended.

To print *any* LACE section, simply click on the “Print Screen” button at the bottom of the left-hand navigation menu.

To print your *entire* LACE, first click on the “Show All Sections” button (the second-to-last button on the left-hand navigation form) and then the “Print Screen” button.

The screenshot shows the 'Foundation Student Learning Agreement & Competency Evaluation' form for 'Core Competency 1 - Demonstrate Ethical and Professional Behavior'. The left-hand navigation menu includes buttons for 'STUDENT INFO', 'SCHEDULES', 'INSTRUCTIONS', and a list of competencies. The 'Print Screen' button is highlighted in red. A red callout bubble contains the text: 'To print the entire LACE, click on "Show All Sections" and then on "Print Screen."'.

Questions? Errors? If you have any questions about or find errors in this document, please contact Larry Rosenfeld at ljr@unc.edu . Thank you!