**North Carolina State University**

**Department of Social Work**

**MSW FOUNDATION YEAR WORK PLAN and EVALUATION FORM**

***INSTRUCTIONS FOR COMPLETION***

This Work Plan and Evaluation Form serves as the guiding document for social work students during their internships in the field. **Work Plan.** Students and Practicum Instructors should work together to complete the Work Plan during the first semester of practicum internship and review it throughout the academic year. Students are responsible for scheduling time for this process with their Practicum Instructors and for submitting the Work Plan form to their Faculty Liaison by the specified date. (See end of form for a full description of the competencies.)

**Evaluation.** Use this same form to add evaluation rankings and comments at the end of each semester. The Practicum Instructor provides rankings and suggested grade; the student adds self-evaluation comments.

***DEFINITIONS***

**Competencies.** The Council on Social Work Education has developed a list of nine competencies, which describe the student learning outcomes that all students should achieve through their social work education.

**Behaviors**. Each competency is demonstrated by a number of **observable** behaviors, which are specific to the BSW and MSW levels.

**Dimensions of Learning.** Students develop **knowledge**, **values**, **skills**, and **cognitive and affective processes** (including critical thinking, reactions toemotions, and exercise of judgment) through their social work education. Throughout the curriculum, each competency is matched with one or two **Dimensions of Learning** that seem most relevant. While classes explore some of these dimensions, practicum explores all dimensions. Each competency must include a mix of behaviors that ensures that all the dimensions are represented.

***EVALUATION SCALE***

Students should be evaluated using the following scale:

**1** = Unsatisfactory **2** = Needs Improvement **3** = Competent **4** = Above Average **5** = Superior Competence

Competence is defined as demonstrating levels of knowledge, values, skills, and cognitive & affective processes that are appropriate for the degree the student is seeking. Numbers on the evaluation scale do not correspond directly to letter grades, although Practicum Instructors are also asked to recommend a grade for the student.

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| **COMPETENCY 1: DEMONSTRATE ETHICAL AND PROFESSIONAL BEHAVIOR** |
| **RELATED BEHAVIORS** | **RELEVANT LEARNING ACTIVITIES, TASK, OR PROJECTS***Each dimension must be addressed by at least one of the behaviors that make up the competency. Please check the boxes for any dimension(s) that apply to each stated behavior.* | **FALL** | **SPRING** |
| 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 within the profession as appropriate to context.  |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 1c. Demonstrate professional behavior; appearance; and oral, written, and electronic communication.  |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 1d. Use technology ethically and appropriately to facilitate practice outcomes.  |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 1e. Use supervision and consultation to guide professional judgment and behavior |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| **COMPETENCY 1: DEMONTRATE ETHICAL AND PROFESSIONAL BEHAVIOR** |
| **Fall Evaluation Comments** | **Spring Evaluation Comments** |
| Student Self-Evaluation |  |  |
| Practicum Instructor Evaluation |  |  |

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| **COMPETENCY 2: ADVANCE HUMAN RIGHTS AND SOCIAL, RACIAL, ECONOMIC, AND ENVIRONMENTAL JUSTICE** |
| **RELATED BEHAVIORS** | **RELEVANT LEARNING ACTIVITIES, TASK, OR PROJECTS***Each dimension must be addressed by at least one of the behaviors that make up the competency. Please check the boxes for any dimension(s) that apply to each stated behavior.* | **FALL** | **SPRING** |
| 2a. Advocate for human rights at the individual, family, group, organizational, and community system levels |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 2b. Engage in practices that advance human rights to promote social, racial, economic, and environmental justice. |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| **COMPETENCY 2: ADVANCE HUMAN RIGHTS AND SOCIAL, RACIAL, ECONOMIC, AND ENVIRONMENTAL JUSTICE** |
| **Fall Evaluation Comments** | **Spring Evaluation Comments** |
| Student Self-Evaluation |  |  |
| Practicum Instructor Evaluation |  |  |

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| **COMPETENCY 3: ENGAGE ANTI-RACISM, DIVERSITY, EQUITY, AND INCLUSION (ADEI) IN PRACTICE** |
| **RELATED BEHAVIORS** | **RELEVANT LEARNING ACTIVITIES, TASK, OR PROJECTS***Each dimension must be addressed by at least one of the behaviors that make up the competency. Please check the boxes for any dimension(s) that apply to each stated behavior.* | **FALL** | **SPRING** |
| 3a. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 3b. Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences. |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| **COMPETENCY 3: ENGAGE ANTI-RACISM, DIVERSITY, EQUITY, AND INCLUSION (ADEI) IN PRACTICE** |
| **Fall Evaluation Comments** | **Spring Evaluation Comments**  |
| Student Self-Evaluation |  |  |
| Practicum Instructor Evaluation |  |  |
| **COMPETENCY 4: ENGAGE IN PRACTICE-INFORMED RESEARCH AND RESEARCH-INFORMED PRACTICE** |
| **RELATED BEHAVIORS** | **RELEVANT LEARNING ACTIVITIES, TASK, OR PROJECTS***Each dimension must be addressed by at least one of the behaviors that make up the competency. Please check the boxes for any dimension(s) that apply to each stated behavior.* | **FALL** | **SPRING** |
| 4a. apply research findings to inform and improve practice, policy, and programs |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 4b. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work. |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| **COMPETENCY 4: ENGAGE IN PRACTICE-INFORMED RESEARCH AND RESEARCH-INFORMED PRACTICE** |
| **Fall Evaluation Comments** | **Spring Evaluation Comments** |
| Student Self-Evaluation |  |  |
| Practicum Instructor Evaluation |  |  |

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| **COMPETENCY 5: ENGAGE IN POLICY PRACTICE** |
| **RELATED BEHAVIORS** | **RELEVANT LEARNING ACTIVITIES, TASK, OR PROJECTS***Each dimension must be addressed by at least one of the behaviors that make up the competency. Please check the boxes for any dimension(s) that apply to each stated behavior.* | **FALL** | **SPRING** |
| 5a. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 5b. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| **COMPETENCY 5: ENGAGE IN POLICY PRACTICE** |
| **Fall Evaluation Comments** | **Spring Evaluation Comments** |
| Student Self-Evaluation |  |  |
| Practicum Instructor Evaluation |  |  |
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| **COMPETENCY 6: ENGAGE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES** |
| **RELATED BEHAVIORS** | **RELEVANT LEARNING ACTIVITIES, TASK, OR PROJECTS***Each dimension must be addressed by at least one of the behaviors that make up the competency. Please check the boxes for any dimension(s) that apply to each stated behavior.* | **FALL** | **SPRING** |
| 6a. Apply knowledge of human behavior and the social environment, person-in- environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 6b. Use empathy, reflection, and interpersonal skills to effectively engage in culturally responsive practice with clients and constituencies. |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| **COMPETENCY 6: ENGAGE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES** |
| **Fall Evaluation Comments** | **Spring Evaluation Comments** |
| Student Self-Evaluation |  |  |
| Practicum Instructor Evaluation |  |  |
| **COMPETENCY 7: ASSESS INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES** |
| **RELATED BEHAVIORS** | **RELEVANT LEARNING ACTIVITIES, TASK, OR PROJECTS***Each dimension must be addressed by at least one of the behaviors that make up the competency. Please check the boxes for any dimension(s) that apply to each stated behavior.* | **FALL** | **SPRING** |
| 7a. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 7b. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan. |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| **COMPETENCY 7: ASSESS INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES** |
| **Fall Evaluation Comments** | **Spring Evaluation Comments** |
| Student Self-Evaluation |  |  |
| Practicum Instructor Evaluation |  |  |
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| **COMPETENCY 8: INTERVENE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES** |
| **RELATED BEHAVIORS** | **RELEVANT LEARNING ACTIVITIES, TASK, OR PROJECTS***Each dimension must be addressed by at least one of the behaviors that make up the competency. Please check the boxes for any dimension(s) that apply to each stated behavior.* | **FALL** | **SPRING** |
| 8a. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals. |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 8b. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies. |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| **COMPETENCY 8: INTERVENE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS, AND COMMUNITIES** |
| **Fall Evaluation Comments** | **Spring Evaluation Comments** |
| Student Self-Evaluation |  |  |
| Practicum Instructor Evaluation |  |  |

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| **COMPETENCY 9: EVALUATE PRACTICE WITH INDIVIDUALS, FAMILIES, GROUPS,** **ORGANIZATIONS, AND COMMUNITIES** |
| **RELATED BEHAVIORS** | **RELEVANT LEARNING ACTIVITIES, TASK, OR PROJECTS***Each dimension must be addressed by at least one of the behaviors that make up the competency. Please check the boxes for any dimension(s) that apply to each stated behavior.* | **FALL** | **SPRING** |
| 9a. Select and use culturally responsive methods for evaluation of outcomes.  |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| 9c. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities. |

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| **Knowledge** | **Skills** | **Values** | **Affective Process** |

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| **COMPETENCY 9: EVALUATE PRACTICE WITH INDIVIDUALS, FAMILIES, GROUPS,** **ORGANIZATIONS, AND COMMUNITIES** |
| **Fall Evaluation Comments** | **Spring Evaluation Comments** |
| Student Self-Evaluation |  |  |
| Practicum Instructor Evaluation |  |  |
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**SIGNATURES FOR INITIAL WORK PLAN**



Student Date Practicum Instructor Date Faculty Liaison Date

**SIGNATURES FOR FALL EVALUATION**

Student Date Practicum Instructor Date Faculty Liaison Date

**FINAL EVALUATION COMMENTS (Comments or explanations for recommended grades can be added here.)**

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| Student Comments | Practicum Instructor Comments |

**RECOMMENDED GRADE \_\_\_\_\_\_\_\_\_**

***Note:***Please use + and – to increase the accuracy of your recommended grade. The student’s final grade will be given by the Faculty Liaison based on written evaluations, discussions with the student and Practicum Instructor, and other assignments as required. In the case of MSW students, grades of A, B, or C would constitute a Satisfactory (S), while grades of D or F would be an Unsatisfactory (U).

**A** = Student has done a superior job at all levels of internship.

**B=** Student has done a good job at internship overall.

**C=** Student has done an acceptable job overall and needs improvement and/or shows inconsistencies.

**D=** Student has done a minimally acceptable job overall, poor in some areas.

**F=** Student has not been able to perform acceptable levels throughout internship.

**SIGNTURES FOR FINAL EVALUATION**



Student Date Practicum Instructor Date Faculty Liaison Date

**Core Competencies for NC State Department of Social Work**

**MSW Foundation Year**

**Competency 1: Demonstrate Ethical and Professional Behavior**

Social workers understand the value base of the profession and its ethical standards, as well as relevant policies, laws, and regulations that may affect practice with individuals, families, groups, organizations, and communities. Social workers understand that ethics are informed by principles of human rights and apply them toward realizing social, racial, economic, and environmental justice in their practice. Social workers understand frameworks of ethical decision making and apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize and manage personal values and the distinction between personal and professional values. Social workers understand how their evolving worldview, personal experiences, and affective reactions influence their professional judgment and behavior. Social workers take measures to care for themselves professionally and personally, understanding that self-care is paramount for competent and ethical social work practice. Social workers use rights-based, antiracist, and anti-oppressive lenses to understand and critique the profession’s history, mission, roles, and responsibilities and recognize historical and current contexts of oppression in shaping institutions and social work. Social workers understand the role of other professionals when engaged in interprofessional practice. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure relevant and effective practice. Social workers understand digital technology and the ethical use of technology in social work practice. Social workers:

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 context;
2. demonstrate professional behavior; appearance; and oral, written, and electronic communication;
3. use technology ethically and appropriately to facilitate practice outcomes;
4. use supervision and consultation to guide professional judgment and behavior.

**Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice**

Social workers understand that every person regardless of position in society has fundamental human rights. Social workers are knowledgeable about the global intersecting and ongoing injustices throughout history that result in oppression and racism, including social work’s role and response. Social workers critically evaluate the distribution of power and privilege in society in order to promote social, racial, economic, and environmental justice by reducing inequities and ensuring dignity and respect for all. Social workers advocate for and engage in strategies to eliminate oppressive structural barriers to ensure that social resources, rights, and responsibilities are distributed equitably and that civil, political, economic, social, and cultural human rights are protected. Social workers:

1. advocate for human rights at the individual, family, group, organizational, and community system levels;
2. engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

**Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice**

Social workers understand how racism and oppression shape human experiences and how these two constructs influence practice at the individual, family, group, organizational, and community levels and in policy and research. Social workers understand the pervasive impact of White supremacy and privilege and use their knowledge, awareness, and skills to engage in anti-racist practice. Social workers understand how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity are understood as the intersectionality of factors including but not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that this intersectionality means that a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege and power. Social workers understand the societal and historical roots of social and racial injustices and the forms and mechanisms of oppression and discrimination. Social workers understand cultural humility and recognize the extent to which a culture’s structures and 10  2022 Educational Policy and Accreditation Standards values, including social, economic, political, racial, technological, and cultural exclusions, may create privilege and power resulting in systemic oppression. Social workers:

1. demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels;
2. demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them a experts of their own lived experience.

**Competency 4: Engage In Practice-informed Research and Research-informed Practice**

Social workers use ethical, culturally informed, anti-racist, and anti-oppressive approaches in conducting research and building knowledge. Social workers use research to inform their practice decision making and articulate how their practice experience informs research and evaluation decisions. Social workers critically evaluate and critique current, empirically sound research to inform decisions pertaining to practice, policy, and programs. Social workers understand the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective. Social workers know how to access, critique, and synthesize the current literature to develop appropriate research questions and hypotheses. Social workers demonstrate knowledge and skills regarding qualitative and quantitative research methods and analysis, and they interpret data derived from these methods. Social workers demonstrate knowledge about methods to assess reliability and validity in social work research. Social workers can articulate and share research findings in ways that are usable to a variety of clients and constituencies. Social workers understand the value of evidence derived from interprofessional and diverse research methods, approaches, and sources. Social workers:

1. apply research findings to inform and improve practice, policy, and programs;
2. identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

**Competency 5: Engage in Policy Practice**

Social workers identify social policy at the local, state, federal, and global level that affects wellbeing, human rights and justice, service delivery, and access to social services. Social workers recognize the historical, social, racial, cultural, economic, organizational, environmental, and global influences that affect social policy. Social workers understand and critique the history and current structures of social policies and services and the role of policy in service delivery through rights-based, anti-oppressive, and anti-racist lenses. Social workers influence policy formulation, analysis, 2022 Educational Policy and Accreditation Standards  11 implementation, and evaluation within their practice settings with individuals, families, groups, organizations, and communities. Social workers actively engage in and advocate for anti-racist and anti-oppressive policy practice to effect change in those settings. Social workers:

1. use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services;
2. apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

**Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and person-in-environment and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers are self-reflective and understand how bias, power, and privilege as well as their personal values and personal experiences may affect their ability to engage effectively with diverse clients and constituencies. Social workers use the principles of interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

1. apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies;
2. use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

**Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in culturally responsive assessment with clients and constituencies, including individuals, families, groups, organizations, and communities. Assessment involves a collaborative process of defining presenting challenges and identifying 12  2022 Educational Policy and Accreditation Standards strengths with individuals, families, groups, organizations, and communities to develop a mutually agreed-upon plan. Social workers recognize the implications of the larger practice context in the assessment process and use interprofessional collaboration in this process. Social workers are self-reflective and understand how bias, power, privilege, and their personal values and experiences may affect their assessment and decision making. Social workers:

1. apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies
2. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior, person-in-environment, and other interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in selecting culturally responsive interventions with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of identifying, analyzing, and implementing evidence-informed interventions and participate in interprofessional collaboration to achieve client and constituency goals. Social workers facilitate effective transitions and endings. Social workers:

1. engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals;
2. incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

**Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of diverse individuals, families, groups, organizations, and communities. Social workers evaluate processes and outcomes to increase practice, policy, and service delivery effectiveness. Social workers apply anti-racist and anti-oppressive perspectives in evaluating outcomes. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, 2022 Educational Policy and Accreditation Standards  13 and critically evaluate and apply this knowledge in evaluating outcomes. Social workers use qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

1. select and use culturally responsive methods for evaluation of outcomes;
2. critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.