GUIDELINES FOR FACULTY FIELD LIAISONS

The following guidelines describe the role and responsibilities faculty field liaisons for both the MSW and BSW Program.

**Develop a strong relationship with each assigned student**
- Reach out to each student within the first two weeks of fall semester to make an introduction.
- Meet with each student at least once per semester for a minimum of 45 minutes. The first meeting should take place during the first 2-6 weeks of the semester.
- Check-in with each student at least once a month during assigned semesters. For 21 hour students, monthly contact should occur throughout fall and spring semesters. For 14 hour students, monthly contact should occur throughout fall, spring, and summer semesters.
- Respond to all student contacts within a reasonable time frame.

**Support students’ learning through field instruction**
- Visit each students’ field placement agency at least once per semester to meet with the field instructor and other relevant agency personnel (i.e. educational coordinator, task supervisor). For 21 hour students, one visit is required in the fall and one in the spring. For 14 hour students, one visit is required in the fall, spring, and summer semesters. These visits are to take place during the first half of each semester.
- Provide support & training to field instructors as needed on areas relevant to the field practicum.
- Respond to all field instructor contacts within a reasonable time frame.

**Remain current regarding field education policies & procedures**
- Participate in the *Annual Field Education Meeting*.
- Attend all quarterly meetings for faculty field liaisons.

**Monitor & facilitate students’ progress toward educational/career goals**
- Examine each students’ 4-Week Assignment & Learning Plan; communicate with students and field instructors, as necessary, regarding this document and an appropriate/successful social work practicum.
- Consult with junior and 1st year graduate students about their placement preferences by the end of the first semester.
- Serve as academic advisor and register advisees for classes.
- Approve academic transactions (i.e. adds/drops, withdrawals, change of grade, etc.).
- Follow-up with students and field instructors regarding any complaints or
report of unsatisfactory performance in the field.

- Keep the Assistant Director of Field Education informed about issues and concerns that arise in the field practicum.
- Evaluate students’ performance in the field practicum based on verbal and written evaluation processes and assign a grade in accordance with the evaluation from the field instructor and one’s overall impression of a student’s learning and performance in the field practicum.

Submit timely reports & other administrative paperwork

- Record academic transactions (i.e. class registration, adds/drops, withdrawals, change of grade, etc.).
- Complete and submit mid-year and end-of-the-year agency assessments for each assigned placement site by the designated deadlines.
- Fill out and turn in a Faculty Recommendation form for junior and 1st year graduate students between weeks 6 and 10 of the spring semester or end of June (for accelerated students).
- Prepare and submit an Employment Reference form for each student by the last day of the assigned academic year.
- Turn in a monthly report of work activities by 5 pm on the last Sunday of each month over the course of each assigned semester.
- Devise educational contracts and incident reports as necessary.

I acknowledge that I have read the Guidelines for Faculty Field Liaisons. In addition, I acknowledge that I have been advised to read the Faculty Field Liaison Manual which further explicates the policies and procedures for this role.

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Liaison’s name (print)  Signature  Date