OFFICE OF FIELD EDUCATION
FIELD LIAISON RESPONSIBILITIES

ROLE AND RESPONSIBILITIES OF THE FIELD LIAISON

The Field Liaison ensures that field students are enjoying quality placements in community agencies and performing their assigned tasks satisfactorily. The Field Liaison is the instructor of record for the university and is responsible for assigning the student’s grade in consultation with the field instructor.

The principal responsibilities of the field liaison are as follows:

DIRECT SUPERVISION:

- To initiate contact with the Field Instructor and the student by email as soon as the assignment of students is received.
- To review and sign the learning contract on or before the assigned due date, which is usually in the third week of the semester (Check UTA calendar). Students provide the original, hard copy to Liaison. The Liaison must check to see that the contract describes tasks that will facilitate mastery of the competencies. The Liaison must, also, be sure that the contract has been signed by the student and the Field Instructor (FI).
- To make joint contact (phone or Skype) with student and Field Instructor before mid-semester (Check the UTA calendar). Assess and monitor the quality of supervision provided to the student. The Liaison should check to see if the student is accruing the necessary number of hours for the semester and if the student’s performance is satisfactory for this point in the semester.
- To review the mid-term evaluations of the students. If the mid-term demonstrates that a student is struggling, the Liaison should arrange for a conference call immediately. During this call, the Liaison should recommend that a Student Performance Agreement (SPA: formerly called Corrective Action Contract) be instituted to give the student(s) specific objectives for improvement. The Liaison should contact the Assistant Dean of Field Education that the SPA is in place. The Liaison should receive a copy of the SPA, sign it, and follow up to ensure that the student is improving as expected. If such is not the case, the Liaison should notify the Assistant Dean of Field Education, and set another conference.
- To make contact with the student and the Field Instructor at least once after mid-semester.
- To be available to the Field Instructor and the student to help resolve issues that may occur during the course of the placement. These issues may include unacceptable behavior or poor performance
- To review and sign the final evaluation submitted by the Field Instructor.

SUPERVISORY PAPERWORK:

- Review, approve and sign the final performance evaluation (electronically).
- Assign the course grade (A, B, C, D, F); usually based on the recommendation of the field instructor). In rare cases, the Liaison’s assessment of the student’s performance may not agree with that of the FI. The Liaison should contact the Office of Field Education at this point. Assigning grades is done in MyMav at the
end of the semester. You will receive an email from the University with detailed instructions and due date.

- Submit all paperwork (Weekly Supervision Logs, Time Sheets, SPAs, etc.) to the Office of Field Education at the end of the semester.
- Using the Final Performance Review, complete (for each student) the data collection form provided by the Field Office. This will be due by the last day of the semester.

The Field Office will notify you when...

Learning Contracts Are Due—3rd week of school
Mid Term Evaluations Are Due Online by Field Instructors
Final Evaluations Are Due Online by Field Instructors
Last Day of Field when Students must have their hours completed

Students give the Field Liaison the Following Documents at the end of the semester (or whenever you want).
- All time sheets (hard copy originals) showing completed hours signed by student & Field Instructor
- All supervision logs signed by student & Field Instructor (hard copy originals)

Data Collection forms due to Field Office by the last day of the semester.

Please always consider the following as part of your supervision of field students.

- Has the student been given appropriate orientation to the agency?
- Has a regularly scheduled supervision time been established?
- Does the field instructor know how to access the field policy/procedure manual?
- What duties/responsibilities/tasks have been assigned to the student?
- Is the student is able to identify her/his areas of strengths/limitations?
- Is the student current with clock hours?
- Does the student have an understanding and appreciation of the ethics and values of the profession? Have any issues occurred regarding ethics/values?
- Does the student have an understanding of the role of social work within the agency setting?

Additional information for student performance processes can be found in the Field Manuals on the Field Website School of Social Work Page.

http://www.uta.edu/ssw/field

Please Notify the Field Office immediately if:

One of your students drops the field course.
One of your students receives a Student Performance Agreement (SPA).
One of your students wants to change agencies.
An agency wants to remove a student from their program(s).
Other unresolvable issues become apparent at any time during the semester.
You have any questions!

**Field Department Contact Information:**

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jane Hickerson</td>
<td><a href="mailto:jhickerson@uta.edu">jhickerson@uta.edu</a></td>
<td>Assistant Dean of Field Education</td>
</tr>
<tr>
<td>Susan Terry</td>
<td><a href="mailto:sterry@uta.edu">sterry@uta.edu</a></td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Amy Lopez</td>
<td><a href="mailto:amy.lopez@uta.edu">amy.lopez@uta.edu</a></td>
<td>Advisor III</td>
</tr>
<tr>
<td>Kristen Terry</td>
<td><a href="mailto:kristen.terry@uta.edu">kristen.terry@uta.edu</a></td>
<td>Advisor III</td>
</tr>
</tbody>
</table>

(T) 817-272-3533   (F) 817-272-3939   Email: sswfield@uta.edu