On Being a Field Liaison

Semester Tasks, Agonies, and Ecstasies
Model for Field Instruction and Supervision, BSW/Foundation MSW

Students also attend field seminar. In addition, the seminar instructor serves as the liaison.
Role of the BSW/Foundation Field Liaison/Instructor

- Teacher: Dual Role
- Liaison to Agency
- Liaison to Field Office
Seminar Teacher

SOCW 4951 (2 classroom hours per week): First Hour
Your section and other sections of 4951 will meet as a group in 109-A (the auditorium). This is the instructional hour. Please see your syllabus. You and the other instructors can divide the instructional content so that no one teacher must teach each week.

Second Hour
You will take your individual sections to other assigned classrooms for the smaller group discussions that include sharing information and case review.

SOCW 4952 (2 hours per week):
This course is structured like the first one. The instructional content is different. Please see the syllabus.

SOCW 4951 AND 4952 Represent a “Block” Seminar and Applied Field:
These students will attend two separate seminar classes.
BSW Field Liaison Classes

Teacher/Liaison

- **SOCW 4951**: First-Semester Seminar and Applied Field
  - 2 Seminar Hours per week + **240 Total Practicum Hours** (which do not include the classroom hours)

- **SOCW 4952**: Second-Semester Seminar and Applied Field
  - 2 Seminar Hours per week + **240 Total Practicum Hours** (which do not include the classroom hours)

- **SOCW 4951 AND 4952** Represent a “Block” Seminar and Applied Field
  - 4 Classroom Hours per week (2 separate seminars) + **480 Total Practicum Hours** (which do not include the classroom hours)
SOCW 5681 (2 classroom hours per week): First Hour
Your section and other sections of 5252 will meet as a group in 109-A (the auditorium). This is the instructional hour. Please see your syllabus. You and the other instructors can divide the instructional content so that no one teacher must teach each week.

Second Hour
You will take your individual sections to other assigned classrooms for the smaller group discussions that include sharing information and case review.

Students taking “split” Applied Field: First Semester
Students enroll in 5681, which includes both the 2-hour seminar and the semester practicum of “Applied Field.”

Second Semester:
Students enroll in 5282, the practicum course only. No seminar this term.

Students taking “Block” Field:
These students enroll in both 5681 and 5282.
Foundation Field Liaison Classes

Teacher/Liaison

- SOCW 5681: First-Semester Seminar and Applied Field
  2 Seminar Hours per week + **240 Total Practicum Hours (which do not include the classroom hours)**

- SOCW 5281: Applied Field ONLY
  2 Seminar Hours per week + **240 Total Practicum Hours (which do not include the classroom hours)**

- SOCW 5681 AND 5281 Represent a “Block” Seminar and Applied Field
  2 Classroom Hours per week + **480 Total Practicum Hours (which do not include the classroom hours)**
Role of BSW/Foundation Field Liaison to Agency

**Liaison**

- “Instructor of Record” with UTA
- To initiate contact with the FIs and students early in the term
- To prepare the mailing list for the mid-term evaluation
- To review the FI’s rankings and comments on the students’ mid-terms
- To assess and monitor the students’ experience and supervision throughout the semester
- To be consistently available to students and FIs for questions and concerns
- To review the FI’s rankings and comments in the students’ final evaluations
- To assess and record semester grades
Role of BSW/Foundation Field Liaison to Office of Field Education

Liaison

- As “Instructor of Record,” you, the liaison, not the field office, is responsible for your students
- Read and review all materials available to you on our website
- Notify the Assistant Dean of Field Education when you observe problems with the agency (e.g., poor/no supervision; not providing appropriate learning experiences; questionable practices regarding students or clients)
- Notify the Assistant Dean of Field Education when you discover that one of your students is struggling, in need of correction, in need of mediation
- Give your students your accurate contact information. Be responsive.
Model for Field Instruction and Supervision, Advanced MSW

- No field seminar course
- Use of Blackboard to create an online-class environment with liaisons
The learning contract serves the documentation of student progress toward competencies.

Advanced graduate students must use the contract that correlates with their specialty (e.g., health).

Please review the contracts carefully since they are our legal agreement with the student and the agency.

These are also CSWE requirements.

Thank you for receiving these from the students in a timely fashion. Late learning contracts are the same as late classroom assignments.
Key Roles of Agency Field Instructor

- **Instructor** - provides learning opportunities, constructive feedback, and explanations of the application of theory to practice, evidence-based practice, and evaluation. Develops Learning Contract with student.

- **Supervisor** - monitors growth & development of the whole person, evaluates progress, and how to address lack of progress

- **Gatekeeper** - assesses suitability for the profession
Contacting the FI and the Student

- You should speak with the FI and the student together. If either requests, or you infer a need to speak with one or both separately, you may do so in addition to the conference call.

- Your contact before mid-term may be by phone, Skype, or another relatively secure means. You are welcome to visit the field site personally; we now have the budget to reimburse mileage.

- You will, or have already, received a guide for this discussion.
All Field Liaisons

- We have a Blackboard shell that you can use to put your students in one place and communicate with them as a group.

- Please contact Continuing Education for permission to use the shell.
Evaluations

• Please be sure that you have correct email addresses for your students and their Field Instructors
• You will receive a link for each of your students from Dr. Diana Hooten, Coordinator of Evaluation
• Please forward the Field Instructors a separate email with a link to the evaluation for each of their students
• Be clear about the due date
• If you do not use the correct email address, the link will bounce back to you until you get it right.
Student Performance Agreement*

- Negative comments or a low score on the mid-term indicates that the FI needs to develop a Student Performance Agreement (SPA) with specific behavior changes and how these will be measured. This action is mandated by policy.

- You may need to send the SPA form to the FI.

- Please review and sign this document after it has been completed. Follow-up to determine progress.

- This form is the best way we can demonstrate that the student received due process.

* Formerly called the Corrective Action Contract
Student Performance

- You are the instructor of record. Of course, you want to work as cooperatively as possible with the Field Instructor. HOWEVER,
  - The FI cannot refuse your effort to visit the site.
  - The FI cannot remain consistently unresponsive to you.
  - The FI must follow the process of **Student Performance Agreement** if the student is struggling. This form is for feedback, not punishment.
- Please contact me if you are not able to gain access or cooperation with the FI.
Other Duties as Assigned

- You are the first point of contact for the Field Instructor in the event of a problem.

- You are the second point of contact for the student in the event of a problem. Students should first address their concerns with the Field Instructor.

- One of your duties is to mediate issues between the student and the FI. A visit or discussion with the Liaison resolves most problems.
  - Your primary goal is to keep the student in the placement unless the circumstances are completely un-workable.
• Students are not permitted to change placements without *extraordinary* cause.

• To move students from one placement to another involves paperwork, no matter who instigates the move. You have, or will have, these forms.

• Sometimes, students must either drop field or accept an “F,” particularly if they’ve been asked to leave.

• If you discover unethical behavior by either the student or the FI, please report this to the Assistant Dean of Field Education.
Consequences of Failing

• Upon dismissal from field by the Field Instructor, the student will be referred to the Professional Standards Committee for review of the circumstances. Please refer these situations to the Assistant Dean of FE.

• Even students who drop before accepting an F will be referred to the Professional Standards Committee.

• Be sure that you have all of the necessary paperwork.
Syllabi for BSW and MSW

- BSW, F-MSW, and A-MSW syllabi are all available at uta.edu/ssw/field

- Please edit the appropriate fields (your name, etc.)

- Upload to Blackboard for your students
Grades

• You are the instructor of record with the university.

• Field practicum is graded like any other class: ABCDF (See next slide)

• No incompletes. “I” isn’t even a grading option in My Mav.

• Only under the most extenuating of circumstances (e.g., UFO abduction) can a student receive an “R.” Please note that this grade requires the student to re-enroll and to pay second time.

• Any dispute between your assessment of the student and that of the FI must be referred to the Assistant Dean of Field Education.
Grades

• For BSW and F-MSW students, the seminar will be conducted as always, but the seminar is now part of the practicum.

• Therefore, the seminar grade will be combined with the Field practicum grade, as lab grades are. The seminar grade will represent 30% of the grade, and the practicum will account for 70% of the final grade.

• Seminar grade $\times 0.30 = 30\%$ of final grade
  Practicum grade $\times 0.70 = 70\%$ of final grade
  Seminar grade + Practicum grade = Course grade
Office of Field Education

- Dr. Jane Hickerson, Assistant Director of Field Education, (jhickerson@uta.edu)
- Amy Lopez, LMSW Advisor III, (amy.lopez@uta.edu)
- Kristen Terry, LMSW, Advisor III, (kristen.terry@uta.edu)
- Main number, Susan Terry, Administrative Assistant: 817.272.3533
Thank you! Thank you! We look forward to working with you.