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. Students provide hard copy to Liaison.
- To make joint contact (phone or Skype) with student and Field Instructor by mid-semester (Check the SSW calendar). Assess and monitor the quality of supervision provided to the student.
- 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.
- To review the mid-term performance evaluation submitted to e-intern by the Field Instructor. This is important. If the students are having issues at mid-term, you may need to develop a corrective action plan. (The Field Office can assist with this process.)

SUPERVISORY PAPERWORK:

- Review, approve and sign the final performance evaluation (electronically).
- Assign the course grade (Pass/Fail; usually based on the recommendation of the field instructor). This 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, 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.

Check the SSW Calendar for the dates when:

Learning Contracts Are Due
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
• Is the agency providing adequate office space and supplies for the student?
• 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 corrective action processes can be found in the Field Manuals on the Field Website School of Social Work Page.
http://www.uta.edu/ssw/academics/department-of-field-instruction-index.php

Please Notify the Field Office if:
One of your students drops the field course.
One of your students receives a corrective action.
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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