

Texas A&M University – Commerce
Social Work Department

Responsibilities of MSW Faculty Field Liaison

1. Participate in orientation each semester for Field Instructors.
2. Prepare syllabus for the Field Practicum. Make sure that each student receives a copy of the Field Packet, which contains the syllabus and all field requirements. If the student (or the assigned Field Instructor) did not attend the Field Orientation, provide an overview of the orientation for the student and/or Field Instructor during the first week of the semester.
3. Monitor students through their job descriptions, learning plans and completion of the assignments for their portfolios.
4. Provide support and training to Field Instructors on areas relevant to the field practicum.
5. Participate in faculty meetings related to curriculum development of the field practicum and concurrent classes.
6. Communicate with assigned students and Field Instructors regarding concerns or issues; conduct phone conferences or agency visits as needed. Provide documentation on problem and resolution and include this in student's file. Keep the Director of Field Education informed about issues or concerns as they arise.
7. Schedule agency visits two – three times per semester for each assigned student. Prior to the planned visits:
 - ▶ Submit a copy of schedule (itinerary) of visits to the Field Coordinator
 - ▶ Submit Travel Request form to social work secretary at least one week prior to beginning field travel
8. As field visits are completed, submit a Field Visit Summary to the Director of Field Education. These will then be included in the student's field file.
 - ▶ Submit Travel Reimbursement form (with updated itinerary, if there were any changes from the original schedule) to the social work secretary within 10 days of completing all field visits
9. Evaluate student's performance for the Field Practicum based on verbal and written evaluation processes and assign a grade based on the evaluation from the Field Instructor and the student's portfolio. Turn in completed grade sheets with assigned grades by University due date each semester.
10. Turn in complete student files at the end of the semester that contain:
 - a. Final Evaluation (of student) with all signatures
 - b. Mid-Term Evaluation (of student) with all signatures
 - c. MSW Field Practicum Acceptance Agreement
 - d. MSW Field Student Schedule
 - e. Contents from the Portfolio that include:
 - Student Weekly Activity Log
 - Learning Plan and Job Description
 - Other assignments, as appropriate
 - g. Application to Field Practicum
 - h. Interview Evaluation forms
11. Complete Field Faculty Liaison Evaluation for each assigned student's Field Instructor and submit to the Director of Field Education.