

Liaison Visit Form

"Preparing individuals for excellence during a lifetime of professional service and Christian compassion in action."

Agency: _____; Date: _____

Field Instructor: _____; Task Supervisor: _____

Student: _____; Faculty Liaison: _____

First Visit

- Field instructor has attended training. Yes / No If no, ensure the field instructor knows how to access the Field Manual at www.andrews.edu/SOWK
- Field instructor has submitted resume. Yes / No If no, arrange for field instructor to get resume to you (*Please bring it to Field Office*)

Final Visit

- Discuss overall AU SOWK Department and agency interaction. Suggestions: _____

- Willing to take another social work student? Yes / No If no, please explain. _____

Learning Plan:

- Learning Plan activities are clearly linked to objectives
- The student has an adequate range of activities with diverse clients/systems
- Activities seem congruent to the level of the student

Feedback on Learning Plan & Field Program:

Student:

- Demonstrates punctuality and good attendance
- Maintains professional appearance and demeanor
- Demonstrates appropriate professional boundaries and interpersonal skills
- Adheres to NASW Code of Ethics
- Develops and satisfactorily completes an individualized biannual Learning Plan in collaboration with the field instructor
- Prepares for an actively participates in weekly supervision

Strengths/Areas for Growth:

➤ _____

Field Instructor:

- Assigns tasks to meet the student's educational needs
- Advocates for access to agency resources and learning experiences
- Provides one hour of formal weekly supervision
- Provides ongoing feedback to the student about his/her practicum performance
- Contacts faculty liaison if problems occur during the internship
- Submits written evaluations as required and recommends grade at semester's end

Strengths/Areas for Growth:

➤ _____

Agency: Provides:

- A two-year MSW field instructor or task supervisor
- A qualified field instructor/task supervisor who has sufficient time and resources to develop the student's learning experience
- Practice experiences as defined in the student's Learning Plan
- Adequate office space, clerical and technical support and travel reimbursement for the student in conjunction with work responsibilities

Strengths/Areas for Growth:

➤ _____

