

## Liaison Visit Form

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

Agency: \_\_\_\_\_; Date: \_\_\_\_\_  1<sup>st</sup> Visit  2<sup>nd</sup> Visit  Final Visit  
Field Instructor: \_\_\_\_\_; Task Supervisor: \_\_\_\_\_  
Student: \_\_\_\_\_; Faculty Liaison: \_\_\_\_\_

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### 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](http://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

**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

**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:**

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**Strengths/Areas for Growth:**

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**Strengths/Areas for Growth:**

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