

MSW Liaison Role and Checklist

UALR Graduate Social Work Program

The primary job of the liaison is to see that students' experiences are educational by (1) facilitating field teaching and student's learning; (2) overseeing educational opportunities offered by the agency, monitoring students' progress, and fostering an interchange between school and agency; and (3) evaluating field instructors' efforts and students' achievements. Liaisons serve in the roles of advising, monitoring, consulting, teaching, mediating, and advocating. Royse, Dhooper, & Rompf (2007). *Field Instruction, A Guide for Social Work Students*.

ONGOING

- Consult with the student(s) and instructor as needed or requested.
- Establish and maintain relationships with agency personnel on behalf of the school.

BEGINNING OF SEMESTER

- Contact both the student and the instructor to greet them, arrange for the mid-term visit, and answer any beginning questions.

MIDTERM VISIT

- Read the portfolio to assess learning experiences; documentation of supervision and activities; skill development.
 - Meet with the student individually.
 - Meet with the instructor individually.
 - Meet with both to summarize the visit and set the stage for the final visit.
- If problems are noted with student performance, insure that the problems are documented with a plan for improvement. Use Performance Evaluation form in the Internship Manual.

END OF SEMESTER

- Read the portfolio to assess learning experiences; documentation of supervision and activities; skill development.
- Meet with the student individually.
- Meet with the instructor individually.
- Meet jointly with the instructor and student to summarize the student's learning and performance and set the stage for next semester.
- Sign both the Performance Evaluation completed by the student and the instructor.