



## Role of Field Liaison

The field liaison serves as a bridge between the practice community and the school, and to ensure a valuable field learning experience for the student. This role is implemented through telephone, e-mail, school, and agency visit contacts.

This form is designed to ensure understanding of the requirements and expectations displayed for this particular role. **It is requested that you initial each responsibility before signing at the bottom.**

**MSW Field Liaisons** are expected to have a **minimum of three contacts with the agency field instructor during each semester** (two face-to-face agency visits OR two Zoom video calls). The third contact may be a conference call or email with the field instructor and student at the beginning of the second semester or at midterm of the first semester of field. The student should be present for at least part of the discussion with the field instructor.

**BSW Field Liaisons** are expected to have a **minimum of one face-to-face agency visit per semester with the field instructor**. The student should be present for at least part of the discussion with the field instructor. University supported video conferencing software may be utilized to conduct field visits with students and Field Instructors rather than driving to the agency

The liaison is responsible for the following:

1. Communicating and interpreting (if needed) the curriculum to the individual field instructor;
2. Where necessary, training field instructors in supervisory techniques;
3. Assuring that the educational focus of the placement is maintained;
4. Assuring that time expectations and practice assignments are appropriate, and, where not appropriate assisting the field instructor in developing additional assignments/tasks;
5. Participating in the development of student field outcomes and tasks, and monitoring/revising educational learning plan as needed;
6. Evaluating student progress at mid-term and end of each semester;
7. Assessing the communication between the student and field instructor, and, where problematic facilitating problem solving;
8. Responding to problems raised by student, field instructor or identified by the liaison;
9. Assessing the experience provided by the agency and transmitting that information to the Fieldwork Director via formal or informal mechanisms;
10. Reviewing and monitoring the student's pre-field assignments, journals and recordings;
11. Bringing to the attention of Field Director and Social Work faculty any student who is experiencing difficulty in field;
12. Monitoring the final evaluations and grading student field assignments.



Check with the Field Office if there are questions as the University supported software may change. It is important to use the University software for FERPA purposes.

I acknowledge that I have reviewed the roles and responsibilities of the Field Liaison, agree to the terms above, and am willing to participate in this role.

X

Date:

For more information, please refer to page 33 in the 2024 BSW Field Manual and page 33 in the 2024 MSW Field Manual located in the Student Toolbox [https://www.wku.edu/socialwork/field/student\\_toolbox.php](https://www.wku.edu/socialwork/field/student_toolbox.php)