

Faculty Liaison Site Visit Check Off List: First Visit

California State University, Fresno
Department of Social Work Education

Check-Off List

Student Name: _____

Agency Name: _____

Date: _____

First Visit – (September and February)

1. _____ Orientation and Schedule

- Discuss Field Instructor orientation and preparation for role
- Discuss Field Instructor professional development/training needs and include in faculty liaison report.
- Discuss student's orientation to the field placement agency
- Discuss field placement schedule and supervision time

2. _____ Learning Experience

- Discuss planned learning experiences
- Discuss current CSUF classes and integration of classroom knowledge and field experiences.
- Encourage student to share course syllabi and assignments with field instructor

3. _____ Learning Agreement

- Provide consultation in the development of the student's learning agreement.
- Address the assignments of the learning agreement and make suggestions regarding appropriate learning experiences.
- Remind field instructor and student about the learning agreement due dates.

4. _____ Evaluation

- Discuss performance evaluation as an on-going and mutual process via supervision.
- Address formal, written evaluation due dates and a mutual process for completing evaluations.
- Discuss the problem-solving process with field instructor and student (Section 5 of field manual).

5. _____ Evaluation of Practice Assignments

- Discuss requirements and expectations regarding journal and evaluation of practice.
- Address importance of field instructor feedback.

6. _____ Next Visit

- Schedule next liaison visit (November or April)
- Provide information on how to reach you between visits if needed.

7. _____ Faculty Liaison Report

- Submit a brief summary of your site visit to the Field Coordinator via IPT.
- Include information on any problems or concerns.
- Please submit reports within 2 weeks of your visit.

Thank you!

Faculty Liaison Site Visit Check Off List: Second Visit

California State University, Fresno
Department of Social Work Education

Check-Off List

Student Name: _____

Agency Name: _____

Date: _____

Second Visit: (November and April)

1. _____ Learning Progress

- Discuss learning assignments outlined in the student's learning agreement.
- Discuss student's learning progress in carrying out assignments.
- Note areas of learning that have not been addressed and make suggestions for completion.

2. _____ Supervision

- Discuss supervisory relationship and consistency of supervision time.
- Elicit feedback on student performance and assist with any issues or concerns regarding progress.
- Emphasize the problem solving process for addressing any concerns.

3. _____ Evaluation

- Discuss final evaluation due date.
- Discuss importance of student and field instructor involvement in completion and discussion of performance evaluation.
- Request that the final evaluation be completed in IPT so that you can sign it, then it is ready for the Field Coordinator.

4. _____ Evaluation of Practice Assignment

- Provide feedback on evaluation of practice assignments.

5. _____ Next Semester/Termination

- If student will continue in placement, discuss general plans and needs for learning assignments and revision of learning agreement.
- If student will complete internship, discuss plans for termination.
- Discuss with the agency potential learning opportunities for the upcoming year.
- Explore the availability of additional field instructors at the agency and document in liaison report.
- Keep the agency up-to-date on the curriculum of DSWE.

6. _____ Faculty Liaison Report

- Submit a brief summary of your site visit to the Field Coordinator via IPT.
- Include information on any problems and concerns.
- Evaluate the field placement and field instruction and make recommendations for follow-up.
- Please submit reports within 2 weeks of your visit.

Thank you!

