

Policy and Procedure Arizona State University		Number SWK 203
Manual Social Work	Section Faculty Workload	Page 1 of 2
Subject Faculty Liaison Role and Responsibilities		Effective 8/16/2009
		Revised 4/09

PURPOSE: Define the expectations and responsibilities of the faculty field liaison role.

CSWE 2008 EPAS 2.3 defines field education as the signature pedagogy in social work. The policy states “The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the achievement of program competencies.”

SOURCE: School of Social Work Faculty Council

APPLICABILITY: All faculty, School of Social Work

POLICY: Faculty field liaison role and responsibilities

1. Expectations regarding the faculty field liaison role
 - A. The faculty field liaison is responsible for advising on the formation of the student’s learning contract, monitoring the student’s success in the field placement, advising the student regarding relevant field policies, evaluating the student’s performance in the field placement, and mediating minor student-field instructor conflicts, thereby providing first-line intervention and problem solving. The field liaison is responsible for bringing major and urgent issues to the attention of the field education office for attention.
 - B. All faculty members are expected to carry an equitable load of students in field placements. Each faculty member will be assigned 12 students by the field education staff.
2. Advising students in field placements:
 - A. Early in the semester, faculty members meet with their assigned students to review the proposed learning contracts which were developed by the students in

collaboration with the students' field instructors. The meeting is to be conducted at the School of Social Work either individually with the assigned student, or in a group setting with assigned students. The student is responsible for submitting the original learning contract with required original signatures to the field office.

- B. Advising for Field Instructors relevant to the learning contract formation may be conducted in-person with the field instructor, or both the student and field instructor, at the agency or by telephone conference at the discretion of the field liaison. This contact should be in-person at the agency if the field instructor is new or the faculty field liaison has never visited the agency.

3. Evaluating Student Performance:

- A. At the end of the student's first semester of field education, the faculty field liaison meets with both the student and field instructor to review the field evaluation conducted by the student and field instructor. The faculty field liaison is responsible for submission of the evaluation to the field education office. Professional discretion is to be used to determine whether meetings with the field instructor and student are to be conducted in-person or by telephone conference.
- B. At the end of the second semester, the faculty field liaison meets with both student and field instructor to review the final field evaluation. The faculty field liaison is responsible for submitting the evaluation to the field education office. Professional discretion is to be used to determine whether meetings with the field instructor and student are to be conducted in-person or by telephone conference.

4. Mediating disputes

- A. The faculty member is to mediate *minor* disputes between the student and field instructor.
- B. The faculty member is responsible for bringing field issues that are not resolved at the front line level, and any major and urgent issues, to the attention of the field education office for intervention. The field education staff is responsible for conducting a review of the issues and providing mediation and appropriate follow-up in these instances.