Liaison Orientation
MSW/ BASW Programs
Purpose of Field Education

• Students will develop:
  – Professional identity
  – Self-understanding
  – Integration of theory and practice
  – Skills toward competent practice

• Field Education is 28% of graduate degree requirements

• BSW and MSW first placements are generalist practice, with both micro and macro experiences

• Advanced placements are clinical or organizational and community practice
Special Placement Situations

• Collaborations
• Consulting supervision arrangements
• Employment-related placements
• Group supervision
Roles and Responsibilities

• Student
• Field Instructor
• Field Liaison
• Field Coordinator
• Lead Field Coordinator
Student Responsibilities

• Complete 240 hours of field education each semester (16 hours per week for 15 weeks)
• MSW students attend 10 hours of integrative field seminar each semester which is included in their 240 hours
• BASW students attend a weekly field seminar
• Complete a learning agreement each semester
• Submit a written final evaluation to liaison at the end of each semester
• Provide a copy of the practice course syllabus to field instructor each semester
• Inform field instructor and liaison of any issues that impact progression in the placement
Advanced Standing Student Responsibilities

- Summer Semester
  - 16 hours of field per week for 7 weeks
  - 5 hours of field liaison group seminar
  - Total 120 hours
  - Learning agreement
  - Completed evaluation
Field Instructor Qualifications

• For BASW students: A baccalaureate degree in Social Work or a BA degree with extensive social service practice experience

• For MSW students: An MSW degree with two years of post-masters experience, license preferred
Field Instructor Responsibilities

• Orient students to the agency
• Interface with the agency on behalf of the student
• Provide a one hour weekly educationally focused supervision session with student
• Assist in creating educationally appropriate assignments for the learning agreement each semester
• Provide a mid-semester verbal evaluation
• Prepare the end of semester written evaluation
Field Liaison Responsibilities

• Monitor the educational progress of each student
• Make agency visits and phone contacts
• Organize and facilitate field seminar-scheduling, goals, format and implementation
• Documentation-learning agreements, process recordings, evaluations, student grading forms, seminar feedback forms, expense reports
• Be available to students and field instructors for consultation, support and problem-solving
• Keep the field coordinator advised of any issues that might affect student’s successful completion of field education
• Review Field Education Manual http://socialwork.msu.edu
Field Coordinator Responsibilities

- Match students with field opportunities in the community
- Review and approve Employment Related plans
- Prepare and train agencies, field instructors and field liaisons to support student field placements
- Be available to students, field instructors and field liaisons for consultation, support and problem-solving
- Intervene early and proactively with any issues that might affect student’s successful completion of field education
- Collect and review field evaluations and grades as submitted by field liaisons; assign final field grade
Integrative Field Seminars

• 240 hours includes 10 hours of field seminar each semester for graduate students. This 10 hours includes 2 hours on the 2nd Tuesday in September from 6-8p.m. unless otherwise notified or in the Blended Program

• Purpose-integration of classroom content, monitoring and support

• Students and liaison create a supportive group environment

• Graduate students develop topics and liaison facilitates
Process Recording

• Required of all students-handout
• Gain insight into what occurred with a client or system
• Used to establish:
  – Learning needs
  – Knowledge gaps
  – Issues which may influence clinical or organizational decisions
  – Intervention skills with individuals, teams, groups, etc.
  – Knowledge of social work values, ethics, and human variability
Developing a Learning Agreement

- Creating and using a learning agreement (handout)
- Format
- One educational activity per practice behavior
- Signatures (student and field instructor)
- Submitted to liaison by due date on calendar
Field Curriculum Review

COMPETENCY 1. Identify as a professional social worker and conduct oneself accordingly. *(Professional Identity)*

COMPETENCY 2. Apply social work ethical principles to guide professional practice. *(Ethical Practice)*
Field Curriculum Review

COMPETENCY 3. Apply critical thinking to inform and communicate professional judgments. (*Critical Thinking*)

COMPETENCY 4. Engage diversity and difference in practice. (*Diversity and Difference*)
Field Curriculum Review

COMPETENCY 5. Advance human rights and social and economic justice. *(Social Justice)*

COMPETENCY 6. Engage in research-informed practice and practice-informed research. *(Research-Informed Practice)*
COMPETENCY 7. Apply knowledge of human behavior and the social environment. (Human Behavior Theory)

COMPETENCY 8. Engage in policy practice to advance social and economic well-being and to deliver effective social work service. (Policy)
COMPETENCY 9. Respond to contexts that shape practice. *(Context of Practice)*

COMPETENCY 10. Engage with individuals, families, groups, organizations and communities. *(Engagement, Assessment, Intervention and Evaluation)*
Learning Agreements

• Student responsibility to initiate

• Activities must be:
  – Specific
  – Measurable
  – Achievable
  – Realistic
  – Time-bound
Evaluation and Grading

• Semester evaluation based on learning agreement (signatures, date, grade, number of hours), attendance and participation in liaison group seminars, and input from field instructor and liaison
• Grading is on a 4.0 scale
• Liaison reviews then recommends and submits grading report form to their coordinator
• Liaison submits learning agreements, evaluations and expenses to the Field Office at the end of each semester
University Appointments and Getting on the Payroll

• $100/student per semester paid in a lump sum during December and May
• I-9 forms (with two documents confirming your identity)
• Reimbursement forms submitted at the end of each semester
Remember to Check the Field Education Calendar for Important Dates!
Contacts

Julie A. Navarre, LMSW
Lead Field Coordinator
517-432-3722  navarre@msu.edu

Leisa A. Fuller, LMSW
East Lansing Program Field Coordinator
517-353-8631  fullerle@msu.edu

Cori L. Denay, LMSW, ACSW
Flint/Oakland/Saginaw Programs Field Coordinator
989-414-0470  denaycor@msu.edu

Cheryl Williams-Hecksel, MSSW, LMSW, ACSW
Statewide Program Field Coordinator
517-432-1659  will1534@msu.edu