

Expectations of the Faculty Liaison and Liaison/Seminar Instructor

The faculty liaison supports the overall learning experience and the success of both the student and the agency by ensuring that the practicum site is providing meaningful learning opportunities that meet CSWE requirements and by supporting the student's active, positive engagement throughout the practicum. The liaison is responsible for student and agency accountability to the learning environment, including managing relationships between and among students, practicum instructors, agencies and the Office of Practicum Education.

ESSENTIAL FUNCTIONS:

- Maintain on-going communication with students and agency stakeholders (practicum instructors and task supervisors) and become familiar with the mission of the agency and the nature of the internship for each student.
- Contact all assigned students and their practicum instructors within the first weeks of the academic year.
- Provide as-needed support and consultation to the student, practicum instructor and agency on educational and performance matters to ensure a successful practicum experience. If a faculty liaison is not available for an extended period, they are required to inform, in writing, both the student and their assigned SSW practicum coordinator. During this period, the SSW practicum coordinator will serve as backup.
- Discuss the school's curriculum with the practicum instructor to assist with their understanding of the connection between the students' class work and practicum experience.
- Facilitate discussions regarding integration between class and practicum; and will provide consultation on educational matters and assistance in dealing with concerns the agency may have in relation to the student's performance.
- Review and approve all student practicum assignments and assessments (learning agreement, process recordings, monthly reports and timesheets); provide feedback in a timely fashion in the Electronic Practicum Notebook (EPN); review grade recommendations by the practicum instructor; and submit a grade for each assigned student at the end of each semester.
- The faculty liaison should acknowledge receipt of, respond to, and follow up as needed to any student report of concern about their practicum placement. This includes concerns students have identified in the monthly report, as well as concerns raised by the student to the practicum instructor via email, in person or through phone contact. Students should be encouraged to discuss concerns with faculty liaisons as soon as they arise and not to wait until a monthly report is due to document concerns.
- Meet with each student and their practicum instructor at least once each semester at the agency site. Liaison visits should take place in-person at the agency but may happen virtually if necessary.

- In-person meetings are encouraged in the Fall semester when first getting to know the agency and student, especially if the agency or practicum instructor is new to the faculty liaison.
- Liaison meetings, either in-person or virtual, will include a) meeting individually with the student, b) meeting individually with the practicum instructor, and c) meeting with the student and practicum instructor together to assess the overall quality and content of the practicum experience.
- Should there be a need for additional liaison meetings due to placement issues, student or practicum instructor concerns, these meetings should take place in-person whenever possible.
- If the placement is fully virtual, or if the practicum instructor requests a virtual meeting, both fall and spring semester liaison meetings may take place virtually.
- Provide prompt consultation to both the agency and the student in critical situations (See Section VII.B.2 of the Practicum Manual) and meet with the student and the practicum instructor prior to recommending a resolution.
- Advise the OPE of any problems that the agency or practicum instructor is experiencing which may affect their ability to provide practicum education consistent with the standards, competencies, and behaviors established by the SSW. If the student is at risk of failing practicum or is having trouble, a Practicum Improvement Plan (PIP) may be completed in collaboration with the practicum instructor and submitted to the OPE (see Section VII.B.2 of the Practicum Manual). If necessary, the PIP will incorporate extended time for the student to complete the requirements of practicum education.
- Document activity with students and agencies, including site visits and any specific issues or concerns, in the EPN in comments, site visit reports, and end of semester reports.
- Attend quarterly faculty liaison meetings (two each semester) online or at the UMB School of Social Work in Baltimore.
- Evaluate, and encourage students to evaluate, the efficacy and appropriateness of agencies and placement opportunities for ongoing student placement and recommend new agencies for potential placement experiences.

SEMINAR INSTRUCTORS:

Liaisons who serve as seminar instructors provide support to the student's educational experience by teaching/facilitating a monthly practicum seminar rooted in cultural humility and the importance of diversity. This course (SOWK 637/638) is a year-long course required for students to graduate. In addition to the liaison expectations above, seminar instructors must also:

- Teach and facilitate discussion in a 90-minute, online practicum seminar each month of the academic year (eight seminars total) for approximately 10-12 foundation students.

- Facilitate in-person, pre-service Learning Lab activities with your seminar group for a full day in late August/early September.
- In preparation for diversity seminar facilitation and the liaison role, complete an on-line History of Oppression course and other trainings and readings over the summer months, and participate in routine facilitator collaborations throughout the academic year.