

# Liaison Visit Form

Field Instructor:

Task Supervisor:

\_\_\_\_\_  
Student: \_\_\_\_\_ Faculty Liaison: \_\_\_\_\_

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## First Visit

Field instructor has completed training. If not, ensure the field instructor knows how to access the Field Manual online

Field instructor resume is on file. If not, arrange for field instructor to get resume to you (Please bring it to Field Office)

Review Learning Plan

## Final Visit

Discuss overall AU SOWK Department and agency interaction

Verify agency's ability/willingness to continue hosting students

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## Learning Plan Review:

Learning Plan activities are clearly linked to objectives

The student has an adequate range of activities with diverse clients/systems

Activities seem congruent to the level of the student

## Feedback on Learning Plan & Field Program:

Student:

Demonstrates punctuality and good attendance

Maintains professional appearance and demeanor

Demonstrates appropriate professional

Comments regarding Student Performance:

Field Instructor:

Assigns tasks to meet the student's educational needs  
Advocates for access to agency resources and learning experiences  
Provides one hour of formal weekly supervision

Provides ongoing feedback to the student about his/her practicum performance  
Provides opportunities for students to practice GIM skills at individual, family, group, organization and community level

Comments regarding Field Instructor Effectiveness:

Agency Provides

A two-year MSW field instructor or task supervisor  
A qualified field instructor/task supervisor who has sufficient time and resources to develop the student's learning experience

Practice experiences as defined in the student's Learning Plan  
Adequate office space, clerical and technical support

Discuss any changes or developments that may influence the Field Educator