

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 1 week of your visit.

Thank you!