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**MSW Faculty Liaison Report**

1. **On-Site Consultation**

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| **STUDENT:** |  |
| **PLACEMENT SETTING:** |  |
| **FIELD SUPERVISOR(S):** |  |
| **FACULTY LIAISON:** |  |
| **DATE:** |  |

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| **OVERVIEW** | |
| **START DATE OF PLACEMENT:** |  |
| **HOURS/DAYS PER WEEK IN PLACEMENT:** |  |
| **NUMBER OF HOURS ACCRUED TO DATE:** |  |
| **ANTICIPATED END DATE OF PLACEMENT:** |  |
| **Discussed roles & responsibilities of everyone involved in the Practicum** | **Yes No** |
| **Comments** (e.g. special arrangements): | |

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| **EVALUATION OF FIELD SETTING** | |
| Comprehensive orientation (e.g. agency, staff, client or client group, policies and procedures, health and safety, confidentiality) | **Yes In progress** |
| Student has appropriate workspace | **Yes No** |
| Structured supervision time arranged | **Yes No** |
| **Comments**: | |

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| **EVALUATION OF STUDENT PROGRESS** | |
| Provide a brief description of the student’s practice activities and learning to date: | |
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| Able to provide a clear overview of the agency, its mandate and the services provided | **Yes In Progress** |
| Demonstrates professionalism (e.g. reliable and conscientious, prepared for placement and supervision, punctuality, time management) | **Yes In Progress** |
| Demonstrates ability to develop effective working relationships with agency personnel (e.g. professional boundaries, clear and respectful communication, interpersonal and written communication) | **Yes In Progress** |
| Engages in, develops and maintains relationships that respect the client/client-group’s experiences (e.g. social-economic, cultural and community contexts) | **Yes In Progress** |
| Takes initiative toward increasing own level of knowledge and skill | **Yes In Progress** |
| **Comments:** | |

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| **LEARNING CONTRACT** | |
| Learning contract reviewed and approved by all (3) parties: Field Supervisor, Student, Faculty Liaison | **Yes In Progress** |
| If in progress, student will make final changes and provide to Field Supervisor and Faculty Liaison by **DUE DATE**: | |
| **Comments:** | |

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| **CONCERNS/DIFFICULTIES** |
| Are there any concerns/difficulties that either the student or Field Supervisor has regarding the placement to date (e.g. lack of adequate supervision, lack of appropriate learning activities, lack of fit between student/agency, student performance concerns)? |
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| Outline the plan developed to address any concerns/difficulties identified: |
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| **IMPORTANT DATES** | |
| ***The Field Supervisor and student are expected to allocate a specific time to share and discuss their completed evaluations at both the mid-point and end-point of placement.***  ***Faculty Field Liaisons will consult with the Field Supervisor soon after the mid-point meeting has occurred.*** | |
| **MID-POINT EVALUATION DUE (Field Supervisor/Student):**  Approximately Week 6 for MSW students |  |
| **NEXT CONSULTATION DATE:**  Telephone Consultation (or in-person if needed) |  |
| **END-POINT EVALUATIONS DUE (Field Supervisor/Student):** |  |

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| **STUDENT ASSIGNMENTS ON PLACEMENT** | |
| **THEORY-TO-PRACTICE REFLECTIVE WRITING (5 PAGES)**  **These papers are due to the Faculty Liaison, on the schedule discussed in the field seminar. Please confirm these dates here.** | **DUE DATES:**  (1)  (2) |
| **CU PORTFOLIO ASSIGNMENT**  **Submitted to Faculty Liaison online by the student** | **DUE DATE:** |
| **Comments:** | |

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| **IS THIS PLACEMENT SATISFACTORY TO DATE** | **Yes No** |
| If NO, please consult with the Practicum Coordinator  **Comments:** | |

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| **FACULTY LIAISON:** | **SIGNATURE:** | **DATE:** |
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COPIES OF THIS REPORT SHOULD BE DISTRIBUTED TO THE FIELD SUPERVISOR AND STUDENT, AND BE RETAINED FOR THE STUDENT’S OFFICIAL RECORD.

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