

Communicating about Practicum Issues

A. Primary communication occurs between the student, the Seminar Liaison and the Field Instructor

- The Seminar Liaison will maintain contact with the Field Instructor according to the following guidelines:
 - an introductory contact (preferably a phone call) within the first two weeks of classes
 - at least one on-site visit each semester, with the student present; usually scheduled beginning at mid-term
 - periodic check-ins to assess progress in the placement, address concerns and provide support
- In those instances where the student is NOT enrolled in a seminar, primary communication occurs between the student, the Field Coordinator assigned to the student and the Field Instructor
- Calls by students to Practicum Office staff regarding concerns and/or problems at the practicum placement will be redirected to the Seminar Liaison and/or the Field Instructor as appropriate
- The role of the academic advisor and the Director of Field Practicum at this point is to support the Seminar Liaison and Field Instructor in discharging their duties

B. If problems or concerns arise, the first contact in the Practicum Office is the Field Coordinator assigned to the student

- While the Department recognizes the right of students to seek counsel from any of its members, faculty and staff will always work to reinforce the primary communication pattern described in Section A
- Communication between the Field Coordinator, Seminar Liaison and Field Instructor will be frequent with expedited scheduling of on-site visits and meetings
- The Field Coordinator will keep the Director of Field Practicum continuously informed of progress towards resolution of problems
- The Director of Field Practicum will update the Director of the BSW or MSW program and the Chair of the Department as indicated
- The Field Coordinator will update the Academic Advisor as indicated

C. If problems or concerns can not be resolved by step B, a meeting may be called with the following parties in attendance: the student, the Seminar Liaison, the Field Coordinator assigned to the student, the Field Instructor, the Director of Field Practicum and, if relevant, the Academic Advisor.

- Every effort will be made to develop a plan to secure the placement in keeping with program guidelines.
- Multiple meetings can be scheduled, but the goal is always effective and timely problem resolution.
- Final disposition of the situation is made by the Director of Field Practicum in consultation with the Director of the BSW or MSW Program and the Department Chair as indicated.

D. An appeal of the Director of Practicum's decision can be made to the Chair of the Department at this point.