

# Simmons School of Social Work

## Practicum Liaisons - Guide for Students

### What do Practicum Liaisons (PLs) do and how could I be working with them?

- Your PL is a member of the Practicum Education Department Faculty and they are tasked with monitoring and evaluating the practicum education process for their assigned students.
- Your PL is available for guidance and mentorship on your social work practice and professional development.
- PLs provide support to agencies in the form of consultation, mediation, advocacy, problem solving, and negotiation.
- PLs provide consultation and support around practicum-related challenges that arise during the semester.
- PLs may call for a Level 1 or Level 2 meeting when challenges in practicum arise (see Practicum Education Manual for information on Level 1 and 2 meetings.)
- At the beginning of the first semester, your PL will schedule a time to meet with you to get acquainted with your background, learning style, and learning needs, as well as to explain the role of a Practicum Liaison and introduce themselves to you.
- Your PL will conduct a minimum of two virtual practicum site visits each year, one during each semester in practicum. During the site visit your progress toward learning goals will be reviewed.
- Your PL will review Process Recordings and other assignments throughout the year including the Learning Plan, Evaluations, and written assignments.
- Your PL is also responsible for monitoring the weekly hours approval submitted by you and your Practicum Instructor during supervision.
- Your PL will recommend your grade for Practicum Education.
- Though rare, if there is any kind of safety concern or incident at placement you should reach out to your PL ASAP.

### You should contact your Practicum Liaison when:

- You need help understanding a Practicum Assignment in the syllabus
- You are out sick and miss practicum for more than three days
- You are not receiving consistent individual supervision
- You need help understanding feedback you received from your Practicum Instructor
- There is a change of Practicum Instructor at your site

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- You are struggling to connect with your Practicum Instructor
- You are falling behind in your practicum work at your agency
- You are falling behind on Practicum Assignments
- A health or medical issue has emerged that might impact Practicum or classes
- You are feeling exceedingly stressed at your placement
- You are beginning to apply for post graduate jobs and would like their input
- You are behind in hours at your placement
- You'd like feedback on your resume
- Supervision feels especially challenging
- You want to problem-solve around an issue that has come up at your placement regarding equity and inclusion
- You have any discomfort with your placement
- You don't have enough cases or learning opportunities at your internship
- You have a success or accomplishment to share!
- When in doubt, please reach out!