

College of Arts, Society & Education

Social Work Field Placement Checklist for Liaison Staff

Student	Student ID	Subject Code
Placement dates		Placement hours
Liaison Contact		
Initial contact (provide comment)		Date:
Mid Placement review (provide comment)		Date:
Final Placement review (provide comment)		Date:
Assessment Documents		
Activities & Documents	Reviewed/ Completed	Submit to
Learning Plan (LP) - initial LP for Liaison meeting		Liaison to view only
Mid placement meeting - LP w student self-evaluation		Liaison to view only
Field Educator Documents		
Document	Reviewed/ Completed	Submit to Profex Unit
Field educator Mid Placement Review		
Field educator Final Evaluation		
Task Supervisor Evaluation - Attach if applicable		
Notes:		
Liaison Final Evaluation and Comments		
Future Recommendations - for individual student learning in future placement/Field education curriculum; support for field educator/agency/training suggestions		
Placement result (all requirements completed/documentated)		
Satisfactory	Unsatisfactory	Results Withheld
Comments:		
Liaison Person Signature:		Date