

STUDENT INTERNS

REASONS TO CONTACT YOUR FIELD LIAISON

- I. Concerns about the work
 - Your work load is too heavy/too light.
 - The tasks do not include desired learning experiences.
- II. Supervision
 - You are not meeting with your field instructor weekly for the appropriate amount of time.
 - Your field instructor has changed positions.
 - Your field instructor is leaving the agency.
 - You will be getting a different field instructor.
 - You are concerned about compatibility with your agency.
 - You are concerned about compatibility with your field instructor.
- III. Individualized Field Education Plan (IFEP) and Evaluation Process
 - You have questions about the process, forms or due dates.
- IV. Other issues
 - You are thinking of looking for another internship.
 - You are having personal problems which are interfering with field & school.
 - The facilities provided (or not provided) are of serious concern.
 - You are planning to take a leave of absence from school for personal reasons.
 - You have a change of address/telephone.
 - You are experiencing difficulty with integrating classroom assignments and your field internship.
 - You are experiencing academic difficulties or significant changes in your course load that are impacting your internship.

These are all good reasons to call me. Please call me with **any** field related issue.

FIELD INSTRUCTOR

REASONS TO CONTACT YOUR FIELD LIASION

I. Concerns about the student

- Student is not or does not seem able to 1) handle the work load, 2) work independently 3) follow through on tasks, 4) meet expectations, or 5) integrate school work and field work.
- You have ethical concerns about the student.
- You have concerns about the student/agency match.
- You have concerns about the student/field instructor match.
- The student has been absent from internship and you have not been able to reach him/her. This is an urgent situation. Please contact your Field Liaison immediately.

II. Supervision

- You have concerns about the student's use of supervision
- You plan to leave the agency.
- You plan to change positions within the agency.
- The student will be getting a new field instructor.
- The agency is moving.
- The student's base of operations will be changing.
- The student's learning opportunities will be changing dramatically from what was agreed upon in the IFEP.

III. Individualized Field Education Plan (IFEP) and Evaluation Process

- You have questions about the process, forms or due dates.

IV. Other Issues

- You have questions about reasonable expectations for foundation and concentration year (including advanced standing) student interns.
- You have questions about the integration of classroom assignments and the field internship.

These are all good reasons to call me. Please call me with **any** field related issue.