



# Program Liaison Overview

Susan Chen, Academic Program Manager





Once you get your practicum teams in the Fall, someone from each team will have the "**Program Liaison**" role. It may seem like a minor role but the faculty and Dr. Rappa actually **really value the input from this role**.

This person should be an

- **active voice**
- **not afraid to speak up**
- **listen to your teammates**
- **represent them in the best way possible**

Inform your teammates of all the decisions being made to avoid confusion when changes could be made. Also, don't be afraid to ask for literally anything (the worst they can say is no).



# MSA Program Liaison



Why

Who

What

# Program Liaison Mission

Improve and enhance the  
MSA experience for current  
and future students

**Why**

Who

What

# Who can be Program Liaisons?

Program Liaisons are one member from each Practicum Team

- should not hold another role on the team
- should be inquisitive and like to speak with others

or

- should be inquisitive and likes an excuse to speak with others

It helps if you're good with the big picture

Why

Who

What

# What does a Program Liaison Do?

At the end of each Trimester

1. Gather Feedback  
... IF there is feedback ...
2. Distill it down to the important topics
3. Discuss with faculty, staff, and Dr. Rappa
4. Share results with teammates

**Why**

**Who**

**What**



**What are some examples of  
'important topics?'**



# Good topics

- Impacts a majority of students
- Have a potential solution or are worthy of continuing

## Examples

- Water bottle filling stations
- Additional building hours of access
- Casual Fridays
- Parking in the Alliance Deck
- Consistent Homework (5PM) + Quiz deadlines (11:59PM)
- Python during the Summer, Fall, and python classes after Text Analytics & Machine Learning





# Topics you do NOT want to include

- Only affect one or two students
- Have no solution or an insurmountable solution
- Just be complaining or whining

## Examples

- “Limit the Blue Cohort to having only 2 classes per day”
- “Get rid of the pseudo - employer session guest lectures. They are not helpful and I would rather have that time for real class”

# Next steps

1. Let Susan know who will be the program liaison

## Program Liaisons will receive

- Liaison Schedule information
- Example Agendas
- Examples of previous topics
- Best Practices



# Questions?