

**Winthrop University – Department of Social Work
Agency/Field Instructor Report of Field Concerns**

Student Name: _____ **Date:** _____

Field Agency: _____

Field Instructor: _____

Task Instructor (if applicable): _____

Instructions: Please answer the questions below regarding your current concern(s) related to your assigned student intern. Once completed, it should be emailed to your assigned Winthrop field faculty member. He or she will review the concerns presented and initiate a resolution process/plan, contacting you as needed to gain additional information. Since this report is initiated by the field instructor/agency, the student will be informed *after* contact has been made with the field agency and/or field instructor. However, the student will be notified of the concern(s) to facilitate a resolution.

1. Please use behavioral terms to describe the area of concern(s) with the student's performance in the field.

[Click or tap here to enter text.](#)

2. Describe the behavior(s) *expected* from the student (in concrete terms) which is to replace the behavior(s) identified above.

[Click or tap here to enter text.](#)

3. Identify the time frame by which the expected behavior(s) is to occur.

[Click or tap here to enter text.](#)

4. Identify consequences to the student if the desired behavior(s) change does not occur.

[Click or tap here to enter text.](#)

5. Document any previous discussions with the student regarding this issue(s).

Attach any relevant documentation

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