

STUDENT FIELD PRACTICUM MONTHLY REPORT

FAYETTEVILLE STATE UNIVERSITY
Department of Social Work
Director of Field Education
1200 Murchison Road
Fayetteville, NC 28301
Phone: (910) 672-1852 FAX: (910) 672-1755

Instructions for Field Practicum Monthly Report

The purpose of the report is to:

1. Provide an ongoing accounting of the student's activities in the field setting;
2. Create a record of the student's required hours in practicum;
3. Provide a means of identifying and communicating issues or problems which need to be responded to by the field liaison; and
4. Provide some of the information the field liaison will need to assign the field course grade.

The student completes the monthly report and brings it to a supervisory conference with the field instructor for review and signature. **The report is due to the field office by the fifth of each month while the student is in placement. There is no report required for August.**

The following may be helpful in filling out the report:

- **Hours in Practicum** – Students are expected to be present in their assigned placements the normal hours the agency operates unless a special schedule has been worked out and approved:
- Foundation students are in placement 2 days a week and must complete a total of 460 hours while enrolled in SWRK 580 and SWRK 585
- Advanced Practicum students are in placement 3 days a week and must complete a total of 500 hours while enrolled in SWRK 650 and SWRK 655
- **Hours Absent** – Students are allowed 2 days of personal leave each semester/summer session for illness or emergency, which prevents him/her from being present in placement. These hours and any other absences must be reported on the report.

STUDENT FIELD PRACTICUM MONTHLY REPORT

Field Practicum Monthly Report

Month _____ Year _____ Hours in Practicum _____ Hours Absent _____

Student Name _____ Field Liaison _____

Agency _____ Field Instructor _____

1. What has been your most significant learning experience this month?

2. What has been your greatest challenge this month?

3. Which sections of your learning agreement have you worked on this month?
Which section of the learning agreement have you not gotten to yet?

4. Would you like a call from/conference with your Field Liaison?

call conference

Student's Signature _____ Date _____

Field Instructor's Signature _____ Date _____

STUDENT FIELD PRACTICUM MONTHLY REPORT

POLICY RE: Time in Field Practicum

Students are expected to complete the following hours in field placements:

- Foundation students are in placement 2 days a week and must complete a total of 460 hours while enrolled in SWRK 580 and SWRK 585;
- Concentration students are in placement 3 days a week and must complete a total of 500 hours while enrolled in SWRK 650 and SWRK 655;
- Students are expected to be present in their assigned placements the normal hours the agency operates unless a special schedule has been worked out and approved by the field instructor and the field liaison.
- Students are expected to be in the assigned agency from the beginning date of the semester until the ending date of that semester unless an alternative plan is negotiated and approved by the field instructor and the field liaison at the same time the learning agreement is negotiated and approved;
- The learning agreement must specify any expectation the agency has in regard to student's working in the agency during school-approved holidays, breaks or during any times outside the dates of the semester or summer session; and
- Students are allowed 2 days of personal leave each semester for illness or emergency, which prevents him/her from being present in placement. These hours and any other absences must be reported on the monthly report.