

CORRECTIVE ACTION PLAN

There may be occasions when Students have concerns about aspects of their placement (e.g. amount of supervision, agency policies or number of cases). Alternately, agencies at times may identify concerns about a Student's functioning or performance in the agency. When problems arise, it is always important for the Student and/or Field Instructor to contact the Faculty Advisor early on. The Faculty Advisor is available to consult about the problem, helping to identify the issues and suggesting steps towards a resolution. If problems persist despite the efforts of the Field Instructor, Student and Advisor to resolve them, a more formal step may be taken.

Plans to improve the situation are always the first step and the Advisor will remain involved to monitor progress towards changes that are being initiated. If, for example, supervision time has not been adequate, the School would work with the agency to address this problem. If needed, a meeting of Faculty Advisor, Student, Field Instructor and at times the agency Director of Training and/or Director of Field Education, will be held to assess and locate areas of difficulty. Generally, plans are made to alleviate or resolve problems by carefully designed and monitored strategies. The outcome of a meeting will include a Corrective Action Plan, written by the Field Instructor and Student, with a copy distributed to the Faculty Advisor. Goals set forth will be reviewed periodically.

After the Corrective Action Plan is completed and signed by Student, Field Instructor and Faculty Advisor, a copy must be placed in Student file.

The Faculty Advisor will maintain records of contact regarding follow up and outcome – these will also be placed in Student file.



School of Social Work

OFFICE OF FIELD EDUCATION

Corrective Action Plan

Student Name: _____
Agency: _____

Student ID: _____
Field Instructor: _____

Description of area(s) of concern with Student performance:

List the outcomes the Student agrees to demonstrate and complete to address the above concern:

List the responsibility the Field Instructor will have to assist Student in meeting competencies:

Identify action which will take place should the Student not demonstrate successful completion of the above performance outcomes for desired behavioral change:

The Student, Field Instructor and WSU Faculty Advisor will meet on _____ to evaluate Student progress.

Student Signature

Date

Field Instructor Signature

Date

Faculty Advisor Signature

Date