COPPIN STATE UNIVERSITY
STUDENT MONTHLY FIELD INSTRUCTION REPORT
BACCALAUREATE SOCIAL WORK PROGRAM

STUDENT ________________________________ MONTH ______ YEAR________
AGENCY __________________________________________________________________________________________
FIELD INSTRUCTOR___________________________ Liaison _________________________________

Students should return these forms to the faculty field liaison either at the monthly field liaison meeting or by
the 1st of each month student is in field placement.

Number of current assignments (as of 1st day of month)

_____ Individual Clients                    _____ Referrals to community Resources
_____ Family Assignments
_____ Group Assignments
_____ Non-client group
_____ Other (Specify type and number)______________________________________________________________
_____ Community Organization Assignment(s) _________________________________________________________
_____ Research Assignment(s)
_____ Intakes/Assessments
_____ Administrative Assignment (Specify types)

Summary of monthly contacts

Interview with clients/patients in office ____________ Home Visits________________________
Meetings (Specify) _______________________________________________________________

Supervision this month:
Nature and frequency of planned instructional conferences (e.g., one-hour individual or group conference(s), weekly.

Unusual assignments or special accomplishments during the month:

Comments: (indicate learning needs- positive or negative feedback.)

Date of last contact with liaison:

A. Agency ___________________________________________

B. School __________________________________________

C. Telephone________________________________________

(From the University of Maryland Baltimore County Social Work Manual)