(This form is intended to be of practical help the instructor and student in clarifying concerns between them. Use this form to discuss and agree upon expectations, as well as dates for resolution of the concern. The field instructor should fax a copy of the completed form to the Field Director or Field Liaison, 410-951-3536. Timely, preventive measures when student problems arise allow for the earliest return to a productive learning environment.

Date: _________________________________________________________________

Student: __________________________________________________________

Area or issue of concern

Plan of action to address concern:
Date scheduled to reexamine concern: ____________________________________________

________________________________________

Field Instructor Signature                      Student Signature

Field Instructor Comments:

____ Reporting concern only, no director/liaison action needed at this time

____ Director / or _____ Faculty Liaison, please call to discuss (CHECK ONE OR BOTH)

Revised from: The University of South Carolina