



FIELD PLACEMENT TERMINATION PETITION FORM

Purpose: This form is for students terminating their current field placement. This information is used to officially close out the placement and where appropriate, provide evaluation data for the hours completed at the fieldwork site.

Instructions for completing this form: The hours worked at the site determine which section of this form to complete. Use the table below to guide you in the completion and submission of your placement termination documentation. Please note, signatures and dates are required where indicated in order to be processed. Your Field Faculty is available to provide assistance with this form.

Hours Worked at Fieldwork Site	Complete This Section	Submit To Office of Field Instruction
<ul style="list-style-type: none"> Up to 57 hours and you have NOT submitted an Educational Agreement 	Section 1	<ul style="list-style-type: none"> This form Professional Decision Making Tool
<ul style="list-style-type: none"> 58-114 hours 	Section 1 and Section 2	<ul style="list-style-type: none"> This form Professional Decision Making Tool
<ul style="list-style-type: none"> Greater than 114 hours 	Section 1	<ul style="list-style-type: none"> This form Educational Agreement with Evaluation ratings Field Instructor Narrative Key Learning Experience/Project Summary Professional Decision Making Tool

SECTION I (to be completed by the Student)

Student Name: (print) _____ Date: _____
 Email: _____ ID #: _____
 Phone: _____ Cell Phone: _____

Practice Area: C/Y AGING HEALTH MH CSS
 Practice Method: IP MHS CO SP/E
 Curriculum Track: 16-month 20-month Advanced Standing Out of Sequence
 Current Term: Fall Winter Spring/Summer
 Term in School: 1st 2nd 3rd 4th 5th

Fieldwork Site Name: _____

Reason for leaving field placement:
 changed curriculum schedule/method workload issues terminated withdrawing from SSW
 agency/program change student goals evolved other (please specify): _____

Provide a brief explanation that supports your reason: _____

Date you discussed your reason/s for wanting to leave this field placement with your Field Instructor? ____/____/____

Date you discussed your reason/s for wanting to leave this field placement with your Field Faculty? ____/____/____

Provide a brief explanation of the results of these discussions: _____

Hours completed this term: _____ Date: _____

SECTION II EVALUATING THE STUDENT'S PERFORMANCE (to be completed by the Field Instructor)

Name of Field Instructor: (Print) _____ Date Form Received: _____

Email address: _____ Phone: _____

Indicate a rating below and provide a written summary that supports the evaluation rating:

- Did not meet expectations Minimally met expectations Met expectations
- Exceeded expectations No opportunity to undertake assignments

Evaluation Comments (You may also attach a typed narrative): _____

Information regarding the terminated field placement will be shared with the potential new field instructor/fieldwork site to assist in the development of the new Educational Agreement. Students whose placement was disrupted may need to complete a Learning Plan which will be developed by the student and their assigned Field Faculty Liaison.

The signatures of the student and Field Instructor verify that they have reviewed the Petition to Terminate form and that the numbers of field hours listed on this petition are correct.

ADDITIONAL FIELD INSTRUCTOR RESPONSE TO TERMINATION PETITION:

Comments _____

Student's Signature: _____

Date: _____

Field Instructor's Signature:
(Signature verifies hours completed)

Date: _____

SECTION III (to be completed by the Field Faculty)

FIELD FACULTY RESPONSE TO TERMINATION PETITION:

Name of Field Faculty: (Print) _____

Date Form Received: _____ Email address: _____

The student is required to make-up/complete _____ remaining hours in their next field placement to receive a field grade for the term of this petition.

Comments/Recommendations:

Field Faculty: _____ Date: _____

FOR OFFICE USE ONLY

Field Faculty Signature: _____ Date Received: _____

- DATE FOR:** _____ FMP Update in Comments Section
_____ Enter any necessary comments into Online Ed Agreement
_____ Alert sent to Office Manager (OM) requesting new term record
_____ Alert send to OM to lock Online Ed Agreement
_____ "R" row requested from OM (if completing hours in different term)
_____ New placement & start date entered
_____ Old placement stop date entered

Director, Office of Field Instruction: _____ Date Received: _____

DATE Letter sent to agency: _____

COPIESTO: Advisor
 Student Mail Box

SUBMIT COMPLETED PETITION TO THE OFFICE OF FIELD INSTRUCTION. SIGNATURES ARE REQUIRED!