

**Field Instructor’s Journal - EXAMPLE**

**Field Instructor Name**: Eileen Arnold **Field Year:** Fall 2016 – Spring 2017

**Student**:

| **Week #/Date** | **Supervision Agenda** | **Student Tasks/Assignments Due** | **Notes/Documentation** |
| --- | --- | --- | --- |
| 1 | Welcome to agency and introductions  Expectations (mine and student’s)  Ask: how student learns best  Orientation plan (follow form from WKU)  “Getting your feet wet” first week (small, meaningful assignment)  Student questions  Back-up if I’m not around |  |  |
| 2 | Reviewing orientation activities and completion of WKU form  Learning plan review  “Getting your feet wet” assignment – how did it go?  Next “GYFW” assignment  Student questions/agenda items (this could be first on my agenda)  Feedback to student; feedback from student | Notes on how first small assignment went  Agenda items s/he wants to discuss |  |
| 3 | “GYFW” assignment 2 – how did it go?  Learning plan – brainstorming 1-2 tasks for each competency; making tasks specific and measureable  Pick one tasks for work during this week  Ask: how are agency relationships going?  Student questions/agenda items  Feedback to student; feedback from student |  |  |
| 4 | Finalization of learning plan and signatures  Review of 1st learning plan work (use questions attached, plus any others)  Student questions/agenda items  Feedback to student; feedback from student |  |  |
| 5 | Discussion with student: how do you want to tackle learning plan tasks and demonstrate competency behaviors to me? (Joint planning)  Student questions/agenda items  Feedback to student; feedback from student |  |  |
| 6 | Student questions/agenda items  Student questions/agenda items |  |  |
| 7 | Mid-term evaluation discussion (learning plan competencies and tasks; how it’s going overall; relationships in agency; challenges; strengths, etc.)  What mid-stream changes needed (work, supervision style, feedback, etc.)?  Complete mid-term comments area in field evaluation  Student agenda/questions  Feedback to student; feedback from student |  |  |
| 8 | Student questions/agenda items  Feedback to student; feedback from student |  |  |
| 9 | Student questions/agenda items  Feedback to student; feedback from student |  |  |
| 10 | Student questions/agenda items  Feedback to student; feedback from student |  |  |
| 11 | Student questions/agenda items  Feedback to student; feedback from student |  |  |
| 12 | Student questions/agenda items  Feedback to student; feedback from student |  |  |
| 13 | Student questions/agenda items  Feedback to student; feedback from student |  |  |
| 14 | Final evaluation – sharing perceptions and ratings; discussion; preparing for liaison visit  Early discussion of next semester: changes needed?  Student agenda/questions  Feedback to student; feedback from student |  |  |
| 15 | Final week of 1st semester  Liaison visit  What needs to be done before break?  Student agenda/questions  Feedback to student/feedback from student  Happy break! |  |  |