

**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 introductionsExpectations (mine and student’s)Ask: how student learns bestOrientation plan (follow form from WKU)“Getting your feet wet” first week (small, meaningful assignment)Student questionsBack-up if I’m not around |  |  |
| 2 | Reviewing orientation activities and completion of WKU formLearning plan review“Getting your feet wet” assignment – how did it go?Next “GYFW” assignmentStudent questions/agenda items (this could be first on my agenda)Feedback to student; feedback from student | Notes on how first small assignment wentAgenda 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 measureablePick one tasks for work during this weekAsk: how are agency relationships going?Student questions/agenda itemsFeedback to student; feedback from student |  |  |
| 4 | Finalization of learning plan and signaturesReview of 1st learning plan work (use questions attached, plus any others)Student questions/agenda itemsFeedback 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 itemsFeedback to student; feedback from student |  |  |
| 6 | Student questions/agenda itemsStudent 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 evaluationStudent agenda/questionsFeedback to student; feedback from student |  |  |
| 8 | Student questions/agenda itemsFeedback to student; feedback from student |  |  |
| 9 | Student questions/agenda itemsFeedback to student; feedback from student |  |  |
| 10 | Student questions/agenda itemsFeedback to student; feedback from student |  |  |
| 11 | Student questions/agenda itemsFeedback to student; feedback from student |  |  |
| 12 | Student questions/agenda itemsFeedback to student; feedback from student |  |  |
| 13 | Student questions/agenda itemsFeedback to student; feedback from student |  |  |
| 14 | Final evaluation – sharing perceptions and ratings; discussion; preparing for liaison visitEarly discussion of next semester: changes needed?Student agenda/questionsFeedback to student; feedback from student |  |  |
| 15 | Final week of 1st semesterLiaison visitWhat needs to be done before break?Student agenda/questionsFeedback to student/feedback from studentHappy break! |  |  |