TERMINATION FROM FIELD PLACEMENT PETITION FORM

PART I (to be completed by the Student)

Student Name: (print) _____________________________ Date: ______________________

Email: ______________________________________ ID #: ___________________________

Phone: _____________________________ Cell Phone: _____________________________

Practice Area:  
ο C/Y  
ο AGING  
ο HEALTH  
ο MH  
ο CSS

Practice Method:  
ο IP  
ο MHS  
ο CO  
ο SP/E

Curriculum Track:  
ο 16-month  
ο 20-month  
ο Advanced Standing  
ο Out of Sequence

Current Term:  
ο Fall  
ο Winter  
ο Spring/Summer

Term in School:  
ο 1st  
ο 2nd  
ο 3rd  
ο 4th  
ο 5th

*Number of Foundation Field credits and hours registered for this term: 515 = ___ hours

*Number of Advanced Field credits and hours registered for this term: 691 = ___ hours

*1 credit of Foundation Field (515) = 114 hours/semester. 1 credit of Advanced Field (691) = 57 hours/semester

Agency Name: _____________________________

Reason for leaving field placement:

ο changed track/method  
ο workload issues  
ο stylistic differences with field instructor

ο terminated  
ο withdrawing from school  
ο no fault (agency closed, etc.)

ο student goals evolved  
ο other

Provide a brief explanation that supports your reason: _____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you discussed your reason/s for wanting to leave this field placement with your field instructor?  
ο Yes  ο No

Have you discussed your reason/s for wanting to leave this field placement with your field liaison?  
ο Yes  ο No

Provide a brief explanation of the results of these discussions. _____________________________

________________________________________________________________________

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________________________________________________________________________
PART II (to be completed by the Field Instructor)

FIELD INSTRUCTOR RESPONSE TO TERMINATION PETITION

Name of Field Instructor: (Print) ___________________________ Date Form Received: _________________

Email address: ______________________________________ Phone: _____________________________

Total number of hours the student completed this term: ____________________

DIRECTIONS FOR EVALUATING THE STUDENT’S PERFORMANCE

1. If student completed less than half of their field hours for the term, use the following space to evaluate the student’s performance. (Refer to Part I to determine if the student completed less than half)

   Evaluation of the student’s performance of field assignments completed under your supervision:
   - Did not meet expectations
   - Minimally met expectations
   - Met expectations
   - Exceeded expectations
   - No opportunity to undertake assignments

   Provide a brief narrative explanation that supports the performance evaluation:

   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

   Field Instructor’s Signature: ___________________________ Date: _________________

2. If the student completed more than half of their field hours for the semester, evaluate the student’s performance on their Educational Agreement and Evaluation. (Refer to Part I to determine if the student completed more than half)
PART III (to be completed by the Field Liaison)

FIELD LIAISON RESPONSE TO TERMINATION PETITION

Name of Field Liaison: (Print) ____________________________

Date Form Received: ____________________________ Email address: ____________________________

The student is required to complete ___________ remaining hours in their next field placement to receive a field grade for the term of this petition.

Comments/Recommendations: ____________________________

________________________________________________________________________________

____________________________________________________________________________________

PART IV (to be completed by the Student and Field Liaison)

The signatures of the Student and Field Liaison verifies that they have reviewed the termination petition and that the number of field hours listed in this petition are correct.

SIGNATURES:

Student: ____________________________ Date: ____________

Field Liaison: ____________________________ Date: ____________

SUBMIT COMPLETED PETITION TO YOUR FIELD EDUCATOR

FOR OFFICE OF FIELD INSTRUCTION USE ONLY:

Field Educator Signature: ____________________________ Date Received: ____________

DATE OF FILEMAKER ENTRY FOR:

Comment in OFI comment section (purple area)
Alert sent to Registrar requesting new term record
New placement & start date entered
Old placement stop date entered
New Field Instructor entered (if appropriate)

Director, Office of Field Instruction: ____________________________ Date Received: ____________

ENTER DATE FOR: ____________ Letter sent to agency

COPIES TO:

☐ OFI File
☐ Registrar (submit original if Termination Petition is also student’s final Evaluation)
☐ Advisor
☐ New Field Placement Liaison
☐ Student Mail Box