# Outside Field Educator Monthly Progress Note

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**Month/Year**

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| --- | --- | --- | --- |
| **Student Name:** | Click here to enter text. | **Dates of Visits:** | Click here to enter text. |
| **Outside Field Educator:** | Click here to enter text. | | |
| **Task Supervisor:** | Click here to enter text. | | |
| **Agency Name:** | Click here to enter text. | | |

**Please provide a summary of these meetings as indicated below. Bi-weekly meetings should be held with both field educator & task supervisor present.**

**Please submit this form monthly to Laura Lewis, Director of Field Education at** [**lalewis@buffalo.edu**](mailto:lalewis@buffalo.edu) **or by mail to: Laura Lewis**

**685 Baldy Hall**

**Buffalo, NY 14260**

1. **Is the task supervisor included in bi-weekly meetings?  Yes  No**

**Please explain if not.**

Click here to enter text.

1. **Briefly summarize content of supervision meetings conducted jointly, with Task Supervisor.**

Click here to enter text.

1. **Are there any significant concerns, i.e. attendance? Please describe.**

Click here to enter text.

1. **If there are problems, has the Faculty Liaison been contacted? (The outside Field Educator should contact Faculty Liaison whenever problems arise in the field placement, i.e. required hours are not met.) Please explain.**

Click here to enter text.

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