

**Fall and Spring Interim Progress Report: Mid-semester  
Student Performance in Field Work**

**I. Identification Information**

1. Name of Student \_\_\_\_\_
2. Name of Agency \_\_\_\_\_
3. Name of Field Instructor \_\_\_\_\_
4. Name of Field Liaison \_\_\_\_\_
5. Date of First Case Assignments \_\_\_\_\_
6. Current Number of Direct Service Hours Weekly (if applicable) \_\_\_\_\_

**II. Level of Skill Development - Instructions**

In the next section, you will be asked to indicate whether the students level of skill development is: progressing, beginning, needs improvement, or poor. For your reference, the key definitions for each term is below.

- **Progressing** - Student understands the concepts and demonstrates skills in this area. Performance may need more time and practice, yet is acceptable.
- **Beginning** - Student shows some understanding and skill with the concept. Student is beginning to recognize in hindsight how it might have been applied differently.
- **Needs Improvement** - Student needs more time, practice, and skill development to better understand and be successful in this area.
- **Poor** - Student is not performing at an acceptable level in this area. A conference and/or contract is required. Please contact the liaison as soon as possible, if the student is performing at this level.

**III. Level of Skill Development – Please mark “x” in the respective box to indicate the student level of skill development.**

	Progressing	Beginning	Needs Improvement	Poor
Time Management & Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with Clients in the Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with Staff in the Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with Administration in the Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assumption of Professional Responsibility for Attendance, Assignments, and Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. Case Assignments and/or Projects - In the box below, summarize the case assignments and/or projects that the student has been assigned, working on, or currently completing.

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V. Additional Field Instructor Comments – Please provide any additional commentary you may have below.

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VI. Strategies for addressing "Needs Improvement" Areas – If applicable, please provide strategies for addressing areas which may need improvement.

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Field Instructor Signature	Date Field Instructor Signed

Student Signature	Date Field Student Signed