

Brenau University Occupational Therapy Department  
Fieldwork Weekly Conference Form

Student: \_\_\_\_\_ Facility: \_\_\_\_\_ Clinical Instructor \_\_\_\_\_

Date: \_\_\_\_\_ Week #: \_\_\_\_\_

**Directions:** This form is to be completed by the student and is to be brought to the weekly meeting between the student and the Clinical Instructor.

Expectation of Site for Student's Level of Performance at end of 12 weeks (i.e. "student will be able to manage a caseload of 5-8 clients/week including performing new evals as needed and planning/implementing treatments, and completing all documentation).

Example:  
**Goal of Level II Fieldwork at Site:**  
**(Week 8-12):**

- A. Prepare treatment plans and carry out treatments and assessments for a full caseload.
- B. Share clinical reasoning with C.I. regarding observations with patients
- C. C.I. is not necessarily present during each treatment (except for SNF & Home Health)
- D. Weekly meetings with C.I. to discuss learning objectives and plans for next week

List of Weekly Goals (2 for the week)

1. Student will....

2. Student will...

Check off for Professional Behaviors:

	On Track/Meets Expectations/Standards	Needs Improvement/Unsatisfactory
Communicates verbally and nonverbally.		
Produces clear documentation.		
Written communication is legible.		
Uses language appropriate to recipient.		
Collaborates w/ supervisor.		
Takes responsibility for professional competence.		
Responds constructively to feedback.		

Demonstrates consistent work behaviors.		
Demonstrates time management.		
Demonstrates positive interpersonal skills.		
Demonstrates respect for diversity.		
Adheres to ethics.		
Adheres to safety regulations.		
Uses judgement in safety.		

1. What I think that I did well with this week:
  
2. What I think that I did not do well with this week:
  
3. Questions and Concerns:
  
4. Supervision Needs:
  
5. Goals for next week: