

**DISRUPTION NOTIFICATION**

This form must be completed if an issues arises with a student's internship.  
*A copy should be filed in the student's field portfolio*

Student: \_\_\_\_\_ BSW/MSW1 MSW2/AS

Agency: \_\_\_\_\_ Internship start date: \_\_\_\_\_

Field Instructor: \_\_\_\_\_ Faculty Liaison: \_\_\_\_\_

Reason for disruption: (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Agency capacity issues          | <input type="checkbox"/> Unsatisfactory student performance |
| <input type="checkbox"/> Learning experience inadequate  | <input type="checkbox"/> Student crisis                     |
| <input type="checkbox"/> Unanticipated changes at agency | <input type="checkbox"/> Inadequate University support      |
| <input type="checkbox"/> Schedule conflict               | <input type="checkbox"/> Other:                             |

Describe Issues:

Describe steps  
taken to resolve  
issues:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Initiated by:  Field Instructor  Student  ASP required  Remediation Plan Req.  Not eligible for new  New Student requested  Placement inactive  New Field Instr. Req

Field Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return completed form to:*

*Department of Social Work Field Education Program*

*Nethery Hall – 009 Berrien Springs, MI 49104*

*Email: [sowkfield@andrews.edu](mailto:sowkfield@andrews.edu)*

*Fax: (269) 471-3686*