HILLSBOROUGH COMMUNITY COLLEGE
Criminal Justice Technology Program

DOCUMENTATION FORM

STUDENT'S NAME

DATE

ON SITE SUPERVISOR

AGENCY

NOTICE TO AFFILIATE SITE: This report form is to be used for DOCUMENTATION when anything out of the ordinary occurs in the student's functioning, written work, or in any way that relates to internship functioning. The HCC instructor is to keep the original. A copy will be provided to the On Site Supervisor. The original report will be reviewed by the instructor, the On Site Supervisor, and the student.

TIMES TO USE:
Student consistently turns in paper work late
Student does not respond to instructions from the HCC instructor or On Site Supervisor appropriately
Student is not meeting standards of competency on midterm or on final evaluation
Student is grossly inappropriate on site
Absent or is late frequently
Functions unethically
Endangers clients well being or staff
Acts in any unprofessional manner

PROCEDURES:
You need to document the plan of action to provide the student supervision/direction/corrective action/timelines/or other methods used to provide the student opportunities to
1. Understand the seriousness of the issue;
2. Develop differences in behavior/skills/actions;
3. Communicate to the student the possible outcomes in evaluations;
4. Final course grade;
5. Potential removal from the internship site if behaviors are compromising to the agency and its clients or staff.

AREAS OF CONCERN INVOLVING STUDENT BEHAVIOR (Additional pages may be used if needed)

SPECIFIC PLAN OF ACTION to be taken by HCC Instructor, On Site Supervisor and/or student to rectify areas of deficiency

OUTCOMES TO PLAN OF ACTION (Date of follow up)

SIGNATURES REQUIRED:

Student

Date

On Site Supervisor

Date

HCC Instructor

Date