**FORM P**

**Spring 2021**

**TERMINATION CHECKLIST FOR BSW STUDENT\***

# One to Two Months before Ending

\_\_\_\_ Determine an ending date.

\_\_\_\_ Discuss remaining goals, objectives and activities/tasks to be completed.

\_\_\_\_ Review INTEGRATED PRACTICUM LEARNING CONTRACT AND EVALUATION with your agency field instructor. Be sure to identify what still needs to be completed.

\_\_\_\_ Discuss the School of Social Work’s ending requirements (i.e., forms, conferences).

\_\_\_\_ Identify feelings, needs and issues related to saying good-bye and discuss how you will meet those needs.

\_\_\_\_ Discuss the impact of leaving as it relates to each client, family, group, and community

\_\_\_\_ Discuss how to respond to emotional and behavioral reactions of clients, families, groups and community.

\_\_\_\_ Discuss how to end relationships with staff/co-workers and other interns.

\_\_\_\_ Discuss how to end your work- transfer cases, finish projects, write termination reports.

\_\_\_\_ Identify others who need to know that you are leaving.

# Final Weeks before Ending

\_\_\_\_ Begin to say good-bye to clients, families, groups and community.

\_\_\_\_ Prepare for final evaluation conference; identify areas of progress and continued challenges.

\_\_\_\_ Give feedback to your agency field instructor about contributions to your learning and offer suggestions for future students.

\_\_\_\_ Discuss ongoing contact you will have with your agency field instructor (e.g., will a reference be provided).

\_\_\_\_ Discuss what will be different if you stay on as an employee/volunteer.

\_\_\_\_ Complete and return the Student Evaluation of Field Placement, signed

and dated time sheets, INTEGRATED PRACTICUM LEARNING CONTRACT

AND EVALUATION, Skills Checklist and Narrative/Critique, and your personalized letter to the junior class to your ISU Faculty Liaison by May 10, 2019

# Last Day

\_\_\_\_ Turn in keys, identification tag, parking pass etc.

\_\_\_\_ Complete any last minute paperwork.

\_\_\_\_ Say good-bye and thank you.

\_\_\_\_ Celebrate your growth and learning.

Adapted from: Cochran, S. F, & Hanley M.M. (1999). *Learning through field: A developmental approach*. Needham Heights, MA: Allyn and Bacon.

\* For more information, see Chapter 10, Termination: The Beginning of an End (or the End of a Beginning? pp. 211-233 in the field seminar textbook, Birkenmaier, J. & Berg-Weger, M. *The practicum companion for social work: Integrating class and field work*, (3rd ed.). Boston: Allyn and Bacon.