CAL STATE EAST BAY
SOCIAL WORK

Student Performance Memo

This form is to identify student performance concerns in order to provide additional support and clear communication for students who are displaying academic and practice concerns. **Please note that failure to address the concerns detailed in the memo may result in escalation of the concern (for concerns at Level 1 or 2) or declassification from the Social Work program (for concerns at Level 3.)**

Student Name: **Date:**

Student Net ID: **Student Email:**

Faculty/Staff Name: **Faculty/Staff Email:**

Level of Concern:

- ☐ Level 1 (Early Concern)
- ☐ Level 2 (Student/Advisor Conference)
- ☐ Level 3 (Student/Chair Conference)

Please check all areas of concern:

- ☐ Attendance/Tardiness
- ☐ Academic Performance
- ☐ Academic Dishonesty
- ☐ Classroom Behavior
- ☐ Practicum Performance
- ☐ Fitness for Profession (see attached)

Full Description of the reason for the concern (attach any relevant documents to this memo):

SAMPLE

CAL STATE EAST BAY
SOCIAL WORK

Actions taken (if any) to address this concern:

Plan for follow up with the student for addressing this concern:

Timeline for follow-up and re-review of the situation:

SAMPLE

The faculty/staff member generating this form will send an email update to the student performance chair with a cc to the student in accordance with the timeline noted above.

CAL STATE EAST BAY
SOCIAL WORK

Signature Page

Signature of person submitting form Date

How was the student notified this form was being submitted?

- ☐ In Person
- ☐ Zoom
- ☐ Phone
- ☐ Email

Role(s) in relation to this student (check all that apply):

- ☐ Practicum Liaison
- ☐ Course Instructor
- ☐ Academic Advisor
- ☐ MSW Coordinator
- ☐ Practicum Director
- ☐ Student Performance Chair
- ☐ Department Chair

Student Acknowledgement of Receipt

I acknowledge receipt of this form. My signature does not constitute agreement with it. I will either follow through with the plan in this memo or I will submit a written request for a re-review of my case within one week from receiving this form. Re-review requests may be sent by email to the Student Performance Chair, michelle.charron@csueastbay.edu.

Student Response (optional):

Student Signature Date

CC: Student, MSW Coordinator, Student Performance Chair, Department Chair

SAMPLE

CAL STATE EAST BAY
SOCIAL WORK

Fitness for the Profession Criteria

In looking at student performance, at times issues related to the student's fitness for the social work profession arise. The competencies, standards, and skills listed below are critical for effective social work practice**. These may be considered when weighing continuation in the program and/or discussed with the student**.

All students must demonstrate that they can:

1. Maintain professional rapport and relationships with clients, colleagues, and classmates.
2. Maintain professional ethics by adhering to the NASW Code of Ethics, including demonstrating integrity in relation to:
    a. Ethical practice
    b. Confidentiality
    c. Respect
    d. Honesty of communication
    e. Documenting time accurately
    f. Following through on obligation and contracts
3. Communicate effectively, purposefully, and appropriately.
4. Differentiate between personal and professional attitudes, values and beliefs.
5. Evaluate, modify, and explain practice decisions.
6. Accept direction and assume responsibility for one's own learning.
7. Evaluate their own professional goals, strengths, and limitations.
8. Apply concepts, information and skills appropriately for use in effective problem-solving, intervention and other social work practices.
9. Take appropriate risks in order to learn and grow professionally.
10. Assess their own impact on others.
11. Demonstrate respect for diverse communities, beliefs, and practices.
12. Take responsibility for decisions.
13. Consider viewpoints different from one's own.

SAMPLE