

Report Form and Student Self-Reflection Form

The Weekly Report Form is filled out each week: at the end of each week during the first year May Practicum and the second year Internship, and at the end of each day of the fall practicum and the winter practicum. If a student undertakes the fall or winter practicum two days per week over six weeks, then filling out the form once per week is sufficient.

Completing this form in the week when the mid-term evaluation and final evaluation are done is optional.

The student fills out the "Activities" section, and the clinical educator fills out the "Feedback" section. Both the student and the clinical educator should sign the form to indicate that any feedback is understood and agreed upon. If all is as expected, and ongoing oral feedback is provided to the student, then clinical educators may simply indicate "OK" or "Fine" and sign the form. (Students have indicated that they do appreciate receiving written feedback in this format!) If there are any points that need to be brought to the student's attention, they should be written up in detail. This is particularly important for students experiencing difficulties. In case of students experiencing difficulties it is strongly advised that the student and/or clinical educator bring this to the attention of the clinical coordinator at McGill (see page 9).

At the time when the Weekly Report Form is completed, students are required to complete the "**Self-Reflection Form**". It is their decision whether or not they wish to share their reflections with their clinical educator; they do need to send the Form into McGill, however. The objectives are to teach students to critique their sessions and to learn to self-evaluate – life-long skills required for working as independent professionals after graduation.