

Department of Applied Social Sciences

Agency Feedback Form Fieldwork placement for Social Work Programmes

This form aims to collect your valuable feedback on our placement/attachment so that future collaboration can be further enhanced. Please note that the form will be collected by our supervisors/tutors. Thank you very much.

Name of Agency: Field Unit: Completed by: Position: Telephone number: E-mail: Date: PART A (Please use a separate form for each student. Feedback on student (Part A will be collected by fieldwork supervisors of the Hong Kong Polytechnic University) Name of student: Name of the fieldwork supervisor: Programme: Study Mode: Placement mode: (I) Administrative Responsibilities Maintain proper care of agency property/equipment/resources Submit statistics/reports/recordings on time Maintain effective verbal communication Maintain effective written communication in Chinese/English Hand-over and transfer responsibly at the end of placement Other comments: (II) Professional Attitude and Performance Demonstrate genuine concern for clients Assume responsibility in work Show understanding of agency policy & service boundaries Co-operate with agency colleagues Other comments:	Placement Particulars							
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