



KWANTLEN
POLYTECHNIC
UNIVERSITY

Incident Report

This form documents an issue that has come up on a current service learning project with the following named partners.

Instructor: _____

Course: _____

Terms and dates: _____

Community Partner: _____

Contact at Organization: _____

Name of Student(s): _____

Clear expectations about the responsibilities of all parties are essential to a successful supervision relationship but, at times, unexpected issues do arise.

The following problem has occurred - select one of the following:

- Student unable to fulfill expectations
- Community partner unable to fulfill expectations

Brief description of the issue:

The following action will take place - select all that apply:

- Student will be reassigned to a new project
- Community partner will receive a Discontinuation Form
- Contact **experiential@kpu.ca** to document incident, if necessary
- Follow-up with Community Partner- please describe:
