



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: