

Pre-Assignment for Level II Fieldwork

By determined date, students will provide the Fieldwork lab instructor with two of the following error-free documents (**one for each fieldwork placement**):

- An individualized "Letter of Introduction" and
- An individualized "Student Profile"

The "Letter of Introduction" is intended to confirm dates and times for each Level II placement.

These letters and profiles should be individualized to reflect the student and their fieldwork experience.

Once approved by your fieldwork lab instructor, you will email a final copy of these documents to your fieldwork educators one month before your start date. For you to participate in Level II Fieldwork, these documents must be approved and submitted.

See samples on pages 2 and 3.



OTA Student Letter of Introduction

(Today's date here)

*(Your Name
Your Street
Your City, Your State, Your Zip
Your phone number
Your school email)*

*Facility or site name
Address
City, State, and Zip Code*

Dear *(insert fieldwork educator's name and credentials)*:

My name is *(insert your name here)* and I would like to thank you for accepting me as a Northwood Technical College Occupational Therapy Assistant Level II Fieldwork student at your facility for eight weeks. Attached is my student profile, which has information about myself, but if you have any additional questions please do not hesitate to ask.

My first day at your facility is *(insert date here)* but, if possible, I would like to visit your facility before then. I will be following this letter with communication via phone or email to make sure that everything is set up before my start date. When I start at your facility, I will be bringing all my required paperwork and health information.

Again, I thank you for having me as a student and I look forward to talking to you very soon.

Sincerely,

(Insert your name and signature here)

Occupational Therapy Assistant Student
Northwood Technical College



Northwood Technical College

OTA Student Profile

Name:

Address:

Telephone:

School E-mail:

Fieldwork II Dates: *(indicate your start-to-finish dates here)*

Fieldwork I History: *(fill in the location information below with how many hours for each and a brief description)*

Emerging practice rotation:

Psychosocial rotation:

Nontraditional rotation:

Fieldwork II History: *(fill in general information from your FW IIA)*

Previous Healthcare Experiences: *(volunteer, work history)*

Health Information: *(i.e. "There are no current conditions that would prevent me from working in your facility")*

Interests/Hobbies/Description of Self: *(Share a few pieces of information about yourself)*

Strengths: *(include your StrengthsFinder information and description of each of them so they can be understood by someone who is not familiar with the terms)*

Areas for Improvement: *(make sure this is positive and professional-something a future employer would want to hear)*

Learning Style: *(describe how you learn best)*

Specific Goals for the Placement: *(list at least 3 specific and measurable goals)*

Area of Interest at this Placement: *(what do you look forward to learning about?)*

Supervision Requested: *(Briefly state what type of specific supervision works best for you (i.e. interjecting to create on-the-spot learning opportunities or reflection immediately after the intervention.) All will be more direct to begin and less at the end of the rotation)*