

Northwood Technical College
Occupational Therapy Assistant
Fieldwork Handbook

Timeline for Fieldwork II

Late November/Early December	Confirmed Level II Fieldwork site placements are given to students and fieldwork sites.
December	Students complete and submit the final <i>"Student Profile/Data Form"</i> and a <i>"Letter of Introduction"</i> (sample provided to students) to your campus lab instructor for approval
Week 1	Students begin Level II Placements typically after the second full week in January and in March.
Week 2	The <i>"WEEK TWO REVIEW"</i> needs to be completed by the student and reviewed/signed by the Fieldwork Educator. The document is submitted on Blackboard.
Week 4-5	Midterm Evaluation. The midterm section on the <i>"AOTA FIELDWORK PERFORMANCE EVALUATION FORM FOR OCCUPATIONAL THERAPY ASSISTANT STUDENTS"</i> must be submitted by the Fieldwork Educator before the end of week five. Midterm phone calls with students, Fieldwork Educator(s), and Fieldwork II Lead Instructor occur.
Week 8	Final Evaluation. The final section on the <i>"AOTA FIELDWORK PERFORMANCE EVALUATION FORM FOR OCCUPATIONAL THERAPY ASSISTANT STUDENTS"</i> must be submitted by the Fieldwork Educator.
Week 8	Students complete the <i>"Student Evaluation of the Fieldwork Experience and the Student Evaluation of the Fieldwork Educator"</i> before the end of Fieldwork IIA and Fieldwork IIB.
Week 8	Students complete the <i>"Northwood Technical College OTA Fieldwork Process Input Survey"</i> after completion of Fieldwork IIB. This evaluation link is shared by the Fieldwork II Lead Instructor.
Week 9	Students send thank you notes upon completion of Fieldwork IIA and Fieldwork IIB to each Fieldwork Educator.