

Wisconsin Indianhead Technical College  
Occupational Therapy Assistant  
Fieldwork Handbook

## Fieldwork I Student Evaluation

The AOTA *Standards* describe the goal of Level I Fieldwork "to introduce students to the fieldwork experience, and develop a basic comfort level with an understanding of the needs of clients." Level I Fieldwork is not intended to develop independent performance, but to "include experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process."

**Fieldwork Educators:** Use the scale below (E, A, NY) to indicate student performance. Each fieldwork competency has several indicators. For each indicator, please circle E, A, NY. Choose the rating that best describes student performance. Please write comments to further describe student performance. Sign and date the completed form. The Student will return the completed form to the WITC Instructor at the end of the fieldwork placement.

**Students:** Discuss the Fieldwork I Student Evaluation with your Evaluator(s). Reflect upon the process and information you have learned. **Document your reflection in the "reflection" section. Write at least 2 goals indicating your plan of action for improvement.** Return the completed and signed form to your WITC Instructor.

**Scoring:** Total the number of (E)'s, (A)'s, and (NY)'s, at the end of the evaluation. **Students may only have 7 NY's to successfully meet the competencies of this course. If a student receives 8 or more NY's, the student will NOT pass Fieldwork I.**

### **EXCEPTIONAL (E)**

Consistently exceeds expectations. Student goes above and beyond expectations.

### **ACCEPTABLE (A)**

Consistently meets expectations.

### **NOT YET (NY)**

Inconsistent behavior. Not yet meeting expectations. Provide comment(s) or example(s) of student performance.

### **NOT APPLICABLE (NA)**

Skill may not be appropriate to this setting. Only use when indicated on form.

### Fieldwork I Evaluation

COURSE COMPETENCY AND INDICATORS	FEEDBACK				Comments
<b>1. COMMUNICATE PROFESSIONALLY</b>					
Displays positive verbal and nonverbal skills	E	A	NY		
Uses assertive communication skills	E	A	NY		
Demonstrates active listening skills	E	A	NY		
Handles conflict constructively	E	A	NY	NA	
<b>2. COLLABORATION</b>					
Initiates contact with supervisor when appropriate	E	A	NY		
Volunteers relevant information	E	A	NY		
Asks for help or advice	E	A	NY		
Maintains relationships with supervisor, staff, clients	E	A	NY		
Contributes to a team effort	E	A	NY	NA	
<b>3. TIME MANAGEMENT</b>					
Uses time constructively	E	A	NY		
Completes assignments by deadlines	E	A	NY		
Maintains personal schedule	E	A	NY		

Is prepared for meetings/treatments	E	A	NY		
Prioritizes responsibilities	E	A	NY		
Demonstrates flexibility	E	A	NY		
<b>4. PROFESSIONAL WORK BEHAVIORS</b>					
Displays appearance appropriate for work environment and follows WITC dress code	E	A	NY		
Takes responsibility for actions	E	A	NY		
Respects people and property	E	A	NY		
Adheres to safety guidelines	E	A	NY		
Conforms to ethical standards of OT profession	E	A	NY		
Maintains confidentiality	E	A	NY		
<b>5. INFORMATION SEEKING</b>					
Gathers relevant information from chart and interview	E	A	NY		
Utilizes resources to locate information	E	A	NY		
Identifies additional information that is necessary	E	A	NY		
<b>6. DOCUMENTATION</b>					
Uses correct grammar, spelling and mechanics	E	A	NY		
Clear and concise	E	A	NY		
Includes relevant information	E	A	NY		
<b>7. INITIATIVE</b>					
Seeks ways to improve	E	A	NY		

Utilizes unscheduled time to increase learning	E	A	NY	
Seeks out learning resources	E	A	NY	
<b>8. RELATIONSHIPS</b>				
Establishes rapport with clients	E	A	NY	
Focuses on client's needs	E	A	NY	
Uses appropriate terminology during communication	E	A	NY	
<b>9. DIVERSITY AWARENESS</b>				
Values individual and cultural differences	E	A	NY	
Effectively works with individuals of diverse backgrounds	E	A	NY	
Communication is culturally sensitive	E	A	NY	

If 8 or more NY's are indicated on this evaluation, the student did NOT pass this Level I Fieldwork

- \_\_\_\_\_ # of E's
- \_\_\_\_\_ # of A's
- \_\_\_\_\_ # of NY's
- \_\_\_\_\_ # of NA's

Fieldwork Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Reflection:

Student goals for improvement: