

Northwood 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 Northwood Tech 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 Northwood Tech Instructor.

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

EXCEPTIONAL (E)

Consistently exceeds expectations. The 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 the form.

Fieldwork I Evaluation

COURSE COMPETENCY AND INDICATORS	FEEDBACK				Comments
1. COMMUNICATE PROFESSIONALLY					
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	
2. COLLABORATION					
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	
3. TIME MANAGEMENT					
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		
4. PROFESSIONAL WORK BEHAVIORS					
Displays appearance appropriate for the work environment and follows Northwood Tech 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 the OT profession	E	A	NY		
Maintains confidentiality	E	A	NY		
5. INFORMATION SEEKING					
Gathers relevant information from chart and interview	E	A	NY		
Utilizes resources to locate information	E	A	NY		
Identifies necessary additional information	E	A	NY		
6. DOCUMENTATION					
Uses correct grammar, spelling, and mechanics	E	A	NY		
Clear and concise	E	A	NY		
Includes relevant information	E	A	NY		

7. INITIATIVE				
Seeks ways to improve	E	A	NY	
Utilizes unscheduled time to increase learning	E	A	NY	
Seeks out learning resources	E	A	NY	
8. RELATIONSHIPS				
Establishes rapport with clients	E	A	NY	
Focuses on client's needs	E	A	NY	
Uses appropriate terminology during communication	E	A	NY	
9. DIVERSITY AWARENESS				
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	

_____ # of Es
 _____ # of As
 _____ # of NYS
 _____ # of NAs

If 6 or more NYS are indicated on this evaluation, the student did NOT pass this Level I Fieldwork

Fieldwork Educator Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Reflection:

Student goals for improvement: