

## Timeline for Fieldwork II

November	Confirmed level II fieldwork site placements are disseminated to students and to fieldwork sites.
December 1	Students complete and submit the final <b>“Student Profile”</b> and <b>“Letter of Introduction”</b> (sample provided to students) to campus lab instructor.
Week 1	Students begin level II placements typically the first full week in January and the second week in March.
Week 2	The <b>“Week Two Review”</b> must be completed by the student and reviewed/signed by the Fieldwork Educator. Submitted to Academic Fieldwork Coordinator.
Week 4-5	<b>“Midterm Evaluation”</b> . The midterm section on the <b>“AOTA Performance Evaluation for the Occupational Therapy Assistant Student”</b> must be scored and completed by the Fieldwork Educator. This document must be submitted prior to the midterm phone call. Midterm phone calls with student, Fieldwork Educator(s) and WITC Academic Fieldwork Coordinator occur during this time.
Week 8	<b>“Final Evaluation”</b> . The “final” section on the <b>“AOTA Performance Evaluation for the Occupational Therapy Assistant Student”</b> must be scored and completed by the Fieldwork Educator. Student and Fieldwork Educator both sign document. This document is faxed or mailed by the Fieldwork Educator to the Academic Fieldwork Coordinator.
Week 8	Students complete the <b>“Student Evaluation of the Fieldwork Experience (SEFWE)”</b> form before the end of Fieldwork IIA and Fieldwork IIB. Student and Fieldwork Educator sign. Submit word processed and signed form to the Academic Fieldwork Coordinator.
Week 9	Students send thank you notes upon completion of Fieldwork IIA and Fieldwork IIB to Fieldwork Educators.