

Northwood Technical College
Occupational Therapy Assistant
Fieldwork Handbook

Timeline for Fieldwork II

November	Confirmed Level II Fieldwork site placements are disseminated to students and fieldwork sites.
December	Students complete and submit the final <u>“Student Profile/Data Form”</u> and a <u>“Letter of Introduction”</u> (sample provided to students) to your campus lab instructor for approval
Week 1	Students begin Level II Placements typically the first full week in January and the second week in March.
Week 2	The <u>“WEEK TWO REVIEW”</u> needs to be completed by the student and reviewed/signed by the Fieldwork Educator. The document is submitted in Blackboard.
Week 4-5	Midterm Evaluation. The midterm section on the <u>“AOTA FIELDWORK PERFORMANCE EVALUATION FORM FOR OCCUPATIONAL THERAPY ASSISTANT STUDENTS”</u> must be submitted on Formstack by the Fieldwork Educator before the end of week five (5). Midterm phone calls with students, Fieldwork Educator(s), and Academic Fieldwork Coordinator occur.
Week 8	Final Evaluation. The final section on the <u>“AOTA FIELDWORK PERFORMANCE EVALUATION FORM FOR OCCUPATIONAL THERAPY ASSISTANT STUDENTS”</u> must be submitted on Formstack by the Fieldwork Educator.
Week 8	Students complete the <u>“Student Evaluation of the Fieldwork Experience (SEFWE)”</u> form before the end of Fieldwork IIA 514-112 and Fieldwork IIB 514-113. Student and fieldwork educator sign. The document is submitted on Blackboard.
Week 8	Students complete the <u>“Northwood Technical College OTA Fieldwork Process Input Survey”</u> after completion of Fieldwork IIB 514-113. This evaluation link is shared in the Blackboard course.
Week 9	Students send thank you notes upon completion of Fieldwork IIA and Fieldwork IIB to each Fieldwork Educator.

05/21