

Northwood Technical College  
Occupational Therapy Assistant  
Fieldwork Handbook

### Timeline for Fieldwork II

Late 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	<b>Midterm Evaluation.</b> The midterm section on the <u>"AOTA FIELDWORK PERFORMANCE EVALUATION FORM FOR OCCUPATIONAL THERAPY ASSISTANT STUDENTS"</u> must be submitted via Formstack by the Fieldwork Educator before the end of week five (5). Midterm phone calls with students, Fieldwork Educator(s), and Fieldwork II Lead Instructor occur.
Week 8	<b>Final Evaluation.</b> The final section on the <u>"AOTA FIELDWORK PERFORMANCE EVALUATION FORM FOR OCCUPATIONAL THERAPY ASSISTANT STUDENTS"</u> must be submitted via Formstack by the Fieldwork Educator.
Week 8	Students complete the <u>"Student Evaluation of the Fieldwork Experience and the Student Evaluation of the Fieldwork Educator"</u> form before the end of Fieldwork IIA 514-112 and Fieldwork IIB 514-113. These documents are submitted via Formstack.
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 by Academic Fieldwork Coordinator.
Week 9	Students send thank you notes upon completion of Fieldwork IIA and Fieldwork IIB to each Fieldwork Educator.

05/23