

Pre-Assignments for Level II Fieldwork

Students will complete and turn in the “Letter of Introduction” (sample provided on page 2) and “Student Profile” (sample provided on page 3) to the Fieldwork lab instructor by determined date. The “Letter of Introduction” is intended to confirm dates and times for each Level II placement.

These letters and profiles should be individualized to reflect the student and their fieldwork experience.

By determined date, students will provide the Fieldwork lab instructor with two of the following error free documents (one for each fieldwork placement). These must be printed on resume paper:

- An unsealed, envelope addressed to the Fieldwork Site
- An individualized “Letter of Introduction” and
- An individualized “Student Profile”

Your WITC Academic Fieldwork Coordinator will mail the final copy of these documents to your fieldwork educators one month prior to your start date. In order for you to participate in Level II Fieldwork these documents must be approved and submitted to the WITC Academic Fieldwork Coordinator.

See samples on pages 2 and 3.

(Today's date here)

Letter of Introduction (Sample)

*(Your name here
Your street here
Your city, Your state, Your zip
Your phone number here
Your WITC email here)*

Facility name
Address

Dear *(insert fieldwork educator's name)*:

My name is *(insert your name here)* and I would like to thank you for accepting me as a WITC Occupational Therapy Assistant Level II Fieldwork Student at your facility for eight weeks. Attached is my student profile which includes information about myself and my experiences.

My first day at your facility is *(insert date here)*. I will be following up this letter with a telephone call to ask more specific details about my experience.

When I start at your facility, I will provide the results of my most current Mantoux test, health history form, current CPR card, Universal Precautions certificate, hand washing and HIPAA certificates, immunization records, and any additional requirements.

If you have any further questions, please do not hesitate to ask.

Again, I thank you for providing a fieldwork experience for me and I look forward to talking to you in the near future.

Sincerely,

(Insert your name here)

Occupational Therapy Assistant Student
Wisconsin Indianhead Technical College



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Student Profile

Name:

Address:

Telephone:

WITC email:

FIELDWORK II DATES: *(indicate your start to finish date for this rotation)*

FIELDWORK I History: *(fill in the chart below)*

Psychosocial	Non-Traditional
Location:	Location:
Timeframe:	Timeframe:
Summary of experience:	Summary of experience:

Emerging	Other
Date:	Date:
Summary of experience:	Summary of experience:

FIELDWORK II History: *(fill in the chart below)*

FW IIA
Location:
Summary of experience:

PREVIOUS HEALTH CARE EXPERIENCES: *(volunteer, work history)*

HEALTH INFORMATION: There are no current conditions that would prevent me working in your facility.

INTERESTS/HOBBIES/DESCRIPTION OF SELF: *(Share some information about yourself)*

5 STRENGTHS and DESCRIPTION (from StrengthsFinder):

AREAS I NEED TO IMPROVE ON:

LEARNING STYLE:

SPECIFIC GOALS FOR THIS SPECIFIC FIELDWORK ROTATION: *(list 3 measurable goals)*

AREA OF INTEREST FOR THIS SPECIFIC FIELDWORK ROTATION: