

Northwood Technical College
Occupational Therapy Assistant
Fieldwork Handbook

Pre-Assignments for Level II Fieldwork

By determined date, students will provide the Fieldwork lab instructor with two of the following error-free documents (**one for each fieldwork placement**):

- An individualized “Letter of Introduction” and
- An individualized “Student Profile”

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.

Once approved by your fieldwork lab instructor, you will email or mail a final copy of these documents to your fieldwork educators one month before your start date. In order for you to participate in Level II Fieldwork, these documents must be approved and submitted.

See samples on pages 2 and 3.

Letter of Introduction

(Today's date here)

(Your name here)

Your street here

Your city, Your state, Your zip

Your phone number here

Your Northwood Technical College email here)

Facility name

Address

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

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,

(Signature)

(Print your name here)

Occupational Therapy Assistant Student
Northwood Technical College



Student Profile *(remove all italicized directions before submitting)*

Name:

Address:

Telephone:

Northwood Technical College email:

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

FIELDWORK I History: *(fill in the chart below with each summary of the experience in 2-3 sentences)*

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: *(if no concerns, use this phrase: "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: