

## **WITC Academic Fieldwork Coordinator Process For Supervision of Fieldwork**

### **FIELDWORK LEVEL I**

The WITC Academic Fieldwork Coordinator is available for any questions/concerns that the Fieldwork Educator or student may have. The Academic Fieldwork Coordinator is available via phone, email, or a virtual meeting. If requested, the Academic Fieldwork Coordinator is available to make fieldwork visits. Students are graded by the Fieldwork Educator using the Fieldwork Evaluation Form.

### **FIELDWORK IIA AND FIELDWORK IIB**

The student completes a “Week Two Review” at the end of the second week of Fieldwork IIA and Fieldwork IIB. The form is reviewed and signed by the student and Fieldwork Educator(s). The student electronically submits the signed form to the WITC Academic Fieldwork Coordinator.

Prior to their midterm meeting during week 4 or 5, the student sends a copy (scan/email) of his/her “Midterm Evaluation” (AOTA Performance Evaluation for the Occupational Therapy Assistant Student) to the WITC Academic Fieldwork Coordinator. The WITC Fieldwork Coordinator will call or virtual conference the Fieldwork Educator and student to complete a short survey at week 5 or 6 to address the student’s progress and address WITC curriculum threads related to the fieldwork setting.

The WITC Academic Fieldwork Coordinator will visit a fieldwork site if requested by the student or Fieldwork Educator, any time during the FW IIA or FW IIB experience.

The Fieldwork Educator completes the “Final Evaluation” on the AOTA Performance Evaluation for the Occupational Therapy Assistant Student and students must receive a score of 70 or above on each placement (FW IIA and IIB) to pass. Item numbers 1, 2, and 3 must be scored at a 3 or above on the final evaluation in order for the student to pass fieldwork. Midterm scoring of the evaluation must be completed by the Fieldwork Educator, however, allowing the student to complete a “photo copied form” can function as a self-evaluation tool to be used prior to the Midterm or Final.

No letter grade is assigned for Fieldwork IIA and IIB. Students are given satisfactory (S) or unsatisfactory (U) grades on transcripts. (S) Satisfactory must be attained at each Fieldwork Placement. Each fieldwork site is responsible for homework assignments and grading.

**The Fieldwork Educator must notify the WITC Academic Fieldwork Coordinator at midterm or at the time of any concerns or a “failing” student status.** Students are encouraged to attempt to resolve conflict directly with the clinical educator before contacting the WITC Academic Fieldwork Coordinator. Fieldwork Educators need to call the WITC Academic Fieldwork Coordinator immediately with ethical or professional concerns.