

Northwood Technical College
Occupational Therapy Assistant
Fieldwork Handbook

**Northwood Technical College Academic Fieldwork Coordinator Process
For Supervision of Fieldwork**

FIELDWORK LEVEL I

The Northwood Tech Academic Fieldwork Coordinator is available for any questions/concerns that the Fieldwork Educator or student may have. 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, and the lead instructor of the fieldwork course reviews it. The lead instructor addresses any concerns and communicates the concerns with the Fieldwork Coordinator.

The lead instructor for the fieldwork courses will connect with the Fieldwork Coordinator following the midterm meeting addressing student’s progress. The Fieldwork Educator must notify the Academic Fieldwork Coordinator and lead instructor at midterm or at the time of any concerns or a “failing” student status. Fieldwork Educators should contact the Academic Fieldwork Coordinator and lead instructor immediately with ethical or professional concerns.

The Academic Fieldwork Coordinator will review the final performance evaluations and the Student Evaluation of the Fieldwork Experience (SEFWE). All concerns will be addressed by the Academic Fieldwork Coordinator.

The 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.

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.

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