## Northwood Technical College Occupational Therapy Assistant Fieldwork Handbook

## **Contacting Fieldwork Educators**

Once you are provided the name of your fieldwork educator, you are to follow the instructions provided by the Academic Fieldwork Coordinator regarding contacting this person.

## Fieldwork I

Contact your Fieldwork I Educator 1 week prior to the start of your Fieldwork Placement, unless instructed differently by the Academic Fieldwork Coordinator. Some settings do have requirements (meeting with HR, titers, etc.) that require contact before this 1-week period. If this is the case, the Academic Fieldwork Coordinator will let you know.

## Fieldwork II

Contact your Fieldwork II Educator 1 month prior to the start of each Fieldwork Placement, unless instructed differently by the Academic Fieldwork Coordinator.

Our relationships with the fieldwork educators are very important to the Northwood Tech OTA program. Contacting clinicians outside of your instructions to inquire about fieldwork placements is prohibited. If you do not follow the instructions provided by the Academic Fieldwork Coordinator, you may be placed on an improvement plan and possibly dismissed from the OTA program.