

Wisconsin Indianhead Technical College  
Occupational Therapy Assistant  
Fieldwork Handbook

**Attendance During Fieldwork**

**Fieldwork I**

Fieldwork I is a total of 96 hours. These are the required amount of hours for successful completion of fieldwork I. No hours from one rotation may be substituted for the other rotation. Fieldwork hours are mandatory/required. However, if you must miss for any reason, you must:

1. Make up the time that you miss. This must be done without missing any other lecture/labs at WITC.
2. Contact your fieldwork educator via email or voice mail message of your absence: prior to your absence.
3. Contact the WITC Academic Fieldwork Coordinator via email, or voicemail message of your absence: prior to your absence. This is necessary and required.
4. Arrange with your fieldwork educator to make up your time.
5. It is highly recommended that you not miss fieldwork, as the fieldwork setting determines if they are able to "make up" your time (absence). ***If the setting is unable to "make up" the time, you will not be able to successfully complete fieldwork. You will receive a (U) unsatisfactory grade. This results in dismissal from the OTA program.***
6. Fieldwork I must be completed by the last Monday of Fall Semester.
7. If any of these steps are not followed by the student, it will result in an improvement plan and possible failure of the course.

**Fieldwork IIA and Fieldwork IIB**

You are to adhere to the fieldwork site's calendar/schedule and not the academic calendar for WITC. Fieldwork IIA and Fieldwork IIB is full time equivalency (35-40 hours per week) for 8 consecutive weeks. These are the required amount of hours for successful completion of fieldwork II. No hours from one rotation may be substituted for the other rotation. There is no excused time off for personal reasons. All hours are mandatory and required. However, if you miss fieldwork II for any reason you must:

1. Make up the time that you missed. This can be arranged with your fieldwork educator. WITC requires make up of any sick days or days missed due to inclement weather.
2. Follow facility policy/requirements for holidays.
3. Make up time missed in a school setting (K-12) for "Spring Break".

4. Contact your fieldwork educator and Academic Fieldwork Coordinator via email or voice mail message of your absence: prior to your absence. This is necessary and required.

It is highly recommended that you do not miss fieldwork, as the fieldwork setting determines if they are able to "make up" your time (absence). If the setting is unable to "make up" the time, you will not be able to successfully complete fieldwork. You will receive a (U) unsatisfactory grade. This results in dismissal from the OTA program.