Preparing for Level II Fieldwork Assignment

Students will complete and turn in the *Letter of Introduction* (sample provided to students on page 2) and *Student Profile* (sample provided for students on page 3) to the Academic Fieldwork Coordinator (or person indicated) by November 15. The *letter of Introduction* is intended to confirm dates and times for each Level II placement.

These letters and profiles should be individualized to you (the student) and the fieldwork experience.

By November 15, students will provide the Academic Fieldwork Coordinator with two (2) of the following (one for each fieldwork Site): (with no errors)
- An unsealed, stamped envelope addressed to the Fieldwork Site
- An individualized *Letter of Introduction* and
- An individualized *Student Profile*

Your WITC Academic Fieldwork Coordinator will mail the final copy of these documents to your fieldwork educators one month prior to your start date. In order for you to participate in Level II Fieldwork these documents must be approved and submitted to the WITC Academic Fieldwork Coordinator.

See samples on pages 2 and 3.
(Today’s date here)

Letter of Introduction (Sample)

(Your name here
Your street here
Your city, Your state, Your zip
Your phone number here
Your wtc email here)

Facility or site name
Address
City, State and Zip Code

Dear (insert fieldwork educator’s name):

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, with a great deal of information included, but if you have any additional questions please do not hesitate to ask.

My first day at your facility is (insert date here) but if at all possible I would like to come and visit your facility before then. I will be following up this letter with a telephone call, and would like to ask you some questions.

When I start at your facility, I will be bringing along the results of my most current Mantoux test, health history form, current CPR card, Universal Precautions, hand washing and HIPAA certificates, and immunization records.

Again, I thank you for providing a fieldwork experience for me and I look forward to talking to you in the near future.

Sincerely,

(Insert your name here)

Occupational Therapy Assistant Student
Wisconsin Indianhead Technical College
# STUDENT PROFILE

**Name:**

**Address:**

**Telephone:**

**WITC E-mail:**

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

**FIELDWORK II History:** *(fill in the location information below)*

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**FIELDWORK I History:** *(fill in the location information below)*

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<td>Summary of experience:</td>
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**PREVIOUS HEALTH CARE EXPERIENCES:** *(volunteer, work history)*

**HEALTH INFORMATION:** 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 WORK ON:**

**LEARNING STYLE:**
SPECIFIC GOALS FOR THIS SPECIFIC FIELDWORK ROTATION (*list 3*)

AREA OF INTEREST FOR THIS SPECIFIC FIELDWORK ROTATION:

SUPERVISION REQUESTED: (*Briefly state what your supervision needs are*).