Wisconsin Indianhead Technical College
Occupational Therapy Assistant
Fieldwork Handbook

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 Skype. 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 Site 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 sends (snail mail or scan/email) the signed form to the WITC Academic Fieldwork Coordinator.

Prior to the end of week 5, the student sends a copy (scan/email) of his/her “Midterm Performance Evaluation” (AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student) to the WITC Academic Fieldwork Coordinator. The WITC Fieldwork Coordinator will call, Skype, or email the fieldwork educator 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 Performance Evaluation” on the AOTA Fieldwork 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. Students need to call the WITC Academic Fieldwork Coordinator immediately with ethical or professional concerns.