Attendance during Fieldwork

Fieldwork I

Your traditional rotation for Fieldwork I is 21 hours and your psychosocial rotation is 16 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. It is highly recommended that you do not miss any fieldwork hours. However, if you miss fieldwork I:

1. You are responsible for making 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. You must have 21 hours for your traditional rotation and 16 hours for your psychosocial rotation.
7. You may not start a second rotation until the first rotation is complete. You may not delay the start of your second rotation.
8. Fieldwork I must be completed by the last Monday of Fall Semester.
9. If any of these steps are not followed by the student, it will result in an improvement plan and possible failure of the course.
10. Both days on campus (week 11 and week 12) are mandatory/required.

Fieldwork II A 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 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. It is highly recommended that you do not miss any fieldwork hours. However, if you miss fieldwork II:
1. You are responsible for making up the time that you miss. WITC requires make up of any sick days or days missed for personal reasons, including inclement weather.
2. You will follow facility policy/requirements for holidays.
3. You will make up time missed in a school setting (K-12) for “Spring Break”.
4. Contact your fieldwork educator via email or voice mail message of your absence: prior to your absence.
5. Contact the WITC Academic Fieldwork Coordinator via email, or voicemail message of your absence: prior to your absence. This is necessary and required.
6. Arrange with your fieldwork educator to make up your time.
7. 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.