

Northwood Technical College
Occupational Therapy Assistant
Fieldwork Handbook

Timeline for Fieldwork II

Late November	Confirmed Level II Fieldwork site placements are given to students and fieldwork sites.
December	Students complete and submit the final <i>"Student Profile/Data Form"</i> and a <i>"Letter of Introduction"</i> (sample provided to students) to your campus lab instructor for approval
Week 1	Students begin Level II Placements typically after the second full week in January and in March.
Week 2	The <i>"WEEK TWO REVIEW"</i> needs to be completed by the student and reviewed/signed by the Fieldwork Educator. The document is submitted on Blackboard.
Week 4-5	Midterm Evaluation. The midterm section on the <i>"AOTA FIELDWORK PERFORMANCE EVALUATION FORM FOR OCCUPATIONAL THERAPY ASSISTANT STUDENTS"</i> must be submitted via Formstack by the Fieldwork Educator before the end of week five. Midterm phone calls with students, Fieldwork Educator(s), and Fieldwork II Lead Instructor occur.
Week 8	Final Evaluation. The final section on the <i>"AOTA FIELDWORK PERFORMANCE EVALUATION FORM FOR OCCUPATIONAL THERAPY ASSISTANT STUDENTS"</i> must be submitted via Formstack by the Fieldwork Educator.
Week 8	Students complete the <i>"Student Evaluation of the Fieldwork Experience and the Student Evaluation of the Fieldwork Educator"</i> on Formstack before the end of Fieldwork IIA and Fieldwork IIB.
Week 8	Students complete the <i>"Northwood Technical College OTA Fieldwork Process Input Survey"</i> after completion of Fieldwork IIB. This evaluation link is shared by Academic Fieldwork Coordinator.
Week 9	Students send thank you notes upon completion of Fieldwork IIA and Fieldwork IIB to each Fieldwork Educator.