

## Attendance During Fieldwork

### Fieldwork I

Fieldwork I is 96 hours total. This is the required number of hours for the 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 lectures/labs at Northwood Tech.
2. Contact your fieldwork educator via email or voice mail message of your absence: before your absence.
3. Arrange with your fieldwork educator to make up your time.
4. It is highly recommended that you do not miss fieldwork, as the fieldwork setting determines if they can "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.
5. Fieldwork I must be completed by the last Monday of the Fall Semester.
6. 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 Northwood Tech. Fieldwork IIA and Fieldwork IIB are full-time equivalents (35-40 hours per week) for 8 consecutive weeks. This is the required number of hours for the 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. Fieldwork 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. Northwood Tech requires make-up for 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. It is required to contact your fieldwork educator, lead FW instructor, and Academic Fieldwork Coordinator about your absence: promptly *before* your absence.

It is highly recommended that you do not miss fieldwork, as the fieldwork setting determines if they can "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, resulting in dismissal from the OTA program.