EVALUATION: INTRODUCTION AND OVERVIEW

Evaluation of students in the OTA program at Northwood Tech is a continuous process which involves both classroom and fieldwork components. Fieldwork evaluation provides documentation of the student's progression in the OTA curriculum and is the assessment of the student's:

- Demonstration of skill competency
- Application of problem-solving ability
- Integration of knowledge, attitudes, and skills

Evaluation is a mutual responsibility of the student and instructor with a summation at mid-term and completion of course.

Components of the performance evaluation process are as follows:

1. Fieldwork Core Ability Assessment

    Fieldwork assessments provide a mechanism for student and instructor to record progress during fieldwork experiences. This record provides documentation of student progress and deficiencies. Students must receive a passing grade on all fieldwork assessments. Successful completion of fieldwork is determined by the student's assigned fieldwork educator.

2. **Instructor/Student conferences**

    Regularly scheduled conferences are held at midterm to assist students in achieving course objectives. Additional conferences may be scheduled as student concerns or deficiencies occur. These meetings are outside of regular class hours.

3. **Improvement Plans**

    Improvement Plans are used to indicate areas of deficiency that place the student at risk of not meeting competency criteria. The improvement plan includes a summary of the areas of concern, student and instructor recommendations for improvement and criteria to be used for evaluation. Both the student and instructor sign the plan. This document can also be used during fieldwork.

4. **Referrals**

    Referrals are made to direct the student to the Academic Support Center for remediation of skills (grammar, reading, mathematics, spelling, test-taking, etc.) or Student Services for counseling. Conferences are scheduled involving the student, instructor, and counselor or study skills personnel as appropriate. When the remedial activity is concluded, outcomes of the referral process are shared with the instructor. Documentation of the referral process is made on the OTA student referral form.

Online CRM Referral Screen Shot

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