Western Michigan University

School System: Make-Up Time Tracking Form

**Student Name:**

**Level II Fieldwork Site:**

**Level II Fieldwork Educator:**

**Fieldwork Educator - Email Address:**

**Scheduled Time Frame of Level II Fieldwork Experience:**

<table>
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<tr>
<th>Days Off (Date)</th>
<th>Half Day OR Full Day</th>
<th>Reason</th>
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**TOTAL Days Off:**

****Please list MLK Day, President’s Day, Spring Break, sick days, snow days, etc.

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<tr>
<th>Make Up Date(s)</th>
<th>Half OR Full Day</th>
<th>Facility/Project/ Continuing Education</th>
<th>Contact Name/Email Address</th>
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**Total Make Up Days Completed:**

****Attach Site Specific Objectives for and/or documentation of the experiences.
Options for Make-Up Time

- **Short Term Fieldwork Experience:**
  - WHEN YOU NEED TO MAKE UP 5 DAYS OR MORE = Please notify Sara as soon as possible to set up an additional short-term fieldwork experience.
  - Work with Sara to find a facility to work with you for 5 days.

- **Late Hours:** staying later than your usual required time on the site, if you have specific learning objectives
  - Some examples might be: involvement in afterschool programming, work with another discipline or teacher, developing visual supports.
  - Must have a designated supervisor for your time on site, if your direct OT Fieldwork Educator is not present.

- **Observation at Another Facility:**
  - Work with Sara or Fieldwork Educator to set up observation days – do not contact facilities on your own for these requests.
  - Can do this for up to 4 days and up to 4 different locations.
  - Examples include: other OT practice settings REALTED TO CURRENT FIELDWORK PLACEMENT, adaptive sports, private therapy session, etc.
  - You need to have an assigned supervisor for all hours at the site.
  - Consider weekend observation time.

- **Continuing Education:**
  - Up to two days at a professional conference or continuing education course can count towards fieldwork hours if it is relevant to the current fieldwork setting and if it is approved by the fieldwork educator.
  - Please submit proof of the continuing education class/course (flyer, certificate of participation, email advertisement, powerpoint, etc.).

- **Projects required by the site – IN ADDITION to your normal caseload:**
  - Examples: preparation for a presentation, literature search, making a product for the site.
  - ONE FULL DAY (8 hours), or TWO HALF DAYS (4 hours)

**Note:**

_In-Service Days:_ (students are not present) If you are present all day and attending meetings or doing work the entire day (writing reports, creating visual supports, etc.), you do not need to make up this time.

**For Final Level II Fieldwork Grade:** 2 copies of this form need to be submitted to Sara

*Tentative Plan* = By the end of the second week of your fieldwork experience

*Final Completed Plan* = By the Friday after the last date of your fieldwork experience