## Course Description and Purpose:
A twelve-week, full-time, supervised fieldwork experience in a clinic environment, hospital, school or community agency. The course will focus on developing and integrating clinical skills and professional behaviors in designated practice areas of occupational therapy for competence as an entry-level practitioner. Enrollment in the course requires consent by the Department of Occupational Therapy.
Prerequisite Course:
Completion of OT 4820 Practicum II (Level I Fieldwork)

Graduate Credits:
3-12 credit hours
Note: Open to graduate occupational therapy students only.

Relationship to Curriculum Design:
The full time fieldwork experience provides significant opportunities to continue to DISCOVER new knowledge of occupational therapy as well as APPLY knowledge and practice skills with a variety of client populations within multiple contexts. In a collaborative relationship with a clinical fieldwork educator (mentor), students REFLECT on the acquisition of new knowledge and practice skills with the goal being to INTEGRATE this new knowledge and experience with previous didactic and clinical experiences in order to competently practice as an entry-level occupational therapist.

Course Objectives:

2011 Accreditation Council for Occupational Therapy Education (ACOTE®) Standards and Interpretive Guide determines the objectives of the Level II fieldwork experience. Specific ACOTE standard numbers associated with Level II Fieldwork are listed throughout this syllabus.

Standard C.1.0: FIELDWORK EDUCATION: Fieldwork education is a crucial part of professional preparation and is best integrated as a component of the curriculum design. The experience should provide the student with the opportunity to carry out professional responsibilities under supervision of a qualified occupational therapy practitioner serving as a role model. (ACOTE, 2011)

1. The student will identify the content in the WMU academic curriculum that influences their clinical reasoning during fieldwork through reflective participation in an online discussion board assignment in the OT 6900 E-Learning site. (C.1.1)

2. The student will demonstrate ethical practice at the fieldwork site. (C.1.11)

3. The student will develop entry-level competencies for a specific area of occupational therapy practice by the end of the twelve-week experience. (C.1.11)
   a. The entry-level competencies are assessed by achieving the minimal passing score or above (122 or above) with a rating of a score of 3 or higher on items #1 - #3 on the AOTA Fieldwork Performance Evaluation (FWPE).

4. The student will demonstrate professional competence by managing a full client caseload, as defined by the fieldwork site, by the end of the twelve-week experience. (C.1.11)
Topical Outline (Course Schedule):
The specific dates and hours for the clinical experience are determined by the fieldwork site. The Accreditation Council for Occupational Therapy Education requires occupational therapy students to complete a minimum of the equivalent of 24 weeks of full-time Level II fieldwork. Western Michigan University occupational therapy students will complete this requirement through OT 6900 and OT 6910. Typically students will complete 12 full-time weeks for OT 6900 and 12 full-time weeks for OT 6910.

Students may complete OT 6900 on a part-time basis, as long as it is at least 50% of an FTE at that site. (C.1.13)

The Fieldwork Attendance Policy is one of the WMU’s “Student Policies” emailed to all students before they enter the academic program, is posted on the Fieldwork E-Learning Sites, and is reviewed in Level II Fieldwork advising meetings.

Level II Fieldwork Site Choices and Matching Process:
The Academic Fieldwork Coordinator will ensure that there are enough executed legal contracts with facilities and enough number of confirmed fieldwork sites for the number of students registered for the course. The AFWC will ensure that the fieldwork sites are using current best practice methods through site visits, phone calls, and student feedback. (C.1.5) The AFWC will ensure that fieldwork sites at nontraditional settings or in role-emerging areas have a philosophy of practice that is connected to WMU’s curriculum design and goals. (C.1.12)

The AFWC will assign the students to the fieldwork sites. The matching process will be based on student interest, student academic performance, student professional behaviors, geographical location, ensuring an overall variety of fieldwork placements for the student, and the greater good of the interests of all the students in the course. The goal of Level II fieldwork is to prepare occupational therapy students to be generalists. The AFWC will ensure the OT students participate in a variety of fieldwork experiences. The OT student can complete their fieldwork experiences in a minimum of one setting if it is reflective of a variety of practice areas and in a maximum of four different setting. (C.1.12)

The AFWC will ensure that there is an executed legal agreement, signed by both the facility and WMU, before the student starts the fieldwork experience. The responsibilities of the AFWC, the school, and the student will be clearly outlined in the contract. The AFWC and the site are responsible for communicating this information to the student. The legal contract for the student will be scanned and uploaded to the E-Learning Fieldwork site for students to access. (C.1.6)
Teaching/Learning Experience:
Supervision:
Level II fieldwork is a supervised practicum with an emphasis on student-centered learning needs. The primary supervisor(s) is an occupational therapist (OTR) and is called the Fieldwork Educator. Other team members at the fieldwork site can assist with the supervision and instruction of the student. Sometimes one fieldwork educator works with 2 – 3 students during the same time frame in a collaborative supervision model. The Academic Fieldwork Coordinator (AFWC) will ensure the proper ratio of fieldwork educators to students in order to ensure a quality learning experience for the student through written and/or verbal communication with the site. (C.1.4) The AFWC will also ensure that the fieldwork site understands that the supervision of the student should progress from initial close supervision to more distant supervision over time, only if the student is demonstrating clinical competency, while protecting the safety of the site’s consumers. (C.1.16)

The AFWC will ensure that the primary Fieldwork Educator has at least one year of full time practice experience through email, phone or site visit communication subsequent to initial certification. The AFWC will ensure the primary Fieldwork Educator is well prepared to work with the student through phone call, email, and/or site visit communication and sharing resources on Fieldwork Education from AOTA and MOTEC (Michigan Occupational Therapy Education Council). (C.1.14, C.1.15)

If the fieldwork experience is in a setting where occupational therapy services are not defined and/or there is no OTR on staff, the AFWC will develop a formal written plan for supervision called: Level II Fieldwork Supervision Plan in a Nontraditional Setting. This document can be found in the WMU Occupational Therapy Department Fieldwork Level II Manual. The primary Fieldwork Educator in a nontraditional setting described in this paragraph must have at least three years of full time practice experience. This primary Fieldwork Educator must provide at least eight hours a week of on-site supervision in addition to providing a means for communication when off site. When the primary Fieldwork Educator is off site, another supervisor of any discipline must be assigned to the student at all times while the student is on-site. (C.1.17)

If the student is completing a fieldwork experience outside of the United States, the AFWC will ensure that the primary Fieldwork Educator graduated from an academic program approved by the World Federation of Occupational Therapy (WFOT) and has one year of practice experience. (C.1.19)

Determining Learning Objectives:
The learning objectives are determined by the Fieldwork Educator and shared with the Academic Fieldwork Coordinator (AFWC). Ideally the fieldwork site has a graded progression of week-by-week objectives that are specific to the practice setting. The Academic Fieldwork Coordinator will communicate with the Fieldwork Educator to assess student performance progression. The end goal of the fieldwork experience is entry-level competence in a specific area of occupational therapy practice. (C.1.3)

Students will identify site-specific objectives prior to or during week one of the fieldwork experience through the resources provided to the student on the E-Learning Fieldwork Site Folders by the course instructor and communicating with the fieldwork sites (C.1.2).

**Evaluation Methods:**

**Fieldwork Educator evaluation of the student:**
The student will be evaluated at midterm and final using the American Occupational Therapy Association, Inc. form: *Fieldwork Performance Evaluation (FWPE) for the Occupational Therapy Student.* (C.1.18)

**Student feedback to the fieldwork site:**
The student will complete the form: *WMU Student Evaluation of the Fieldwork Experience (SEFWE)* on completion of the fieldwork placement and review it with the fieldwork educator(s). (C.1.15)

Both completed original forms must be sent to:

Sara Clark, MS, OTR/L  
Academic Fieldwork Coordinator (AFWC)  
Occupational Therapy Department  
Western Michigan University  
1903 West Michigan Avenue  
Kalamazoo, MI  49008-5333

The AFWC will also check in with the fieldwork site educators via email/phone at midterm to note the midterm score as satisfactory or unsatisfactory on the *FWPE*. If there is an unsatisfactory score, an action plan will be developed by the fieldwork educator, the AFWC and the student for improved performance.

**Course Grade Scale:**
WMU uses a specific grading scale (below) for OT 6900:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>failure (unofficial withdrawal)</td>
</tr>
<tr>
<td>W</td>
<td>official withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>incomplete</td>
</tr>
<tr>
<td>CR</td>
<td>credit</td>
</tr>
<tr>
<td>NC</td>
<td>no credit</td>
</tr>
</tbody>
</table>

Students receive either a credit (CR) or no credit (NC) grade for OT 6900. In order to receive a credit (CR) grade, students must complete the following *four requirements*:

1. Must submit the completed *ACOTE Fieldwork Collaboration Form* (first week) to the AFWC.
2. Complete a mid-term check in message via E-Learning to the AFWC.
3. Complete all online discussion board requirements as described in *WMU Occupational Therapy Department Fieldwork Level II Manual*.
4. Student must receive a passing score as defined in the course objective section above on the AOTA *Fieldwork Performance Evaluation* (FWPE) and submit the original form to the AFWC.
5. Submit the completed *Student Evaluation of the Fieldwork Experience* (SEFWE) and submit the original form to the AFWC.

Failure to complete these *five requirements* may result in a delayed or no credit (NC) grade for OT 6900.

**Textbook/Learning Resources:**

Students are encouraged to use and reference required textbooks from the occupational therapy program that are applicable to the practice area of the fieldwork site.

Students are expected to access the Western Michigan University Library remotely for accessing journal articles to support best practice assessment and intervention plans for their fieldwork caseload.

The *WMU Occupational Therapy Department Fieldwork Level II Manual* is given to students electronically during a fieldwork advising session prior to the start of OT 6900.

Students are required to read the *WMU Occupational Therapy Department Fieldwork Level II Manual* in entirety for further policies and procedures related to fieldwork education at WMU. Students should be able to reference the *WMU Occupational Therapy Department Fieldwork Level II Manual* throughout their fieldwork experiences.
WMU E-Mail Account is the Official Channel of Communication:
*(Academic Policy Statement Recommended and approved by the WMU Faculty Senate)*

Students are expected to use their WMU email accounts regularly while on their fieldwork experiences, as this is the official channel of communication between the University and student. Students receive notifications of course updates, campus emergencies and closures, and other important information through this channel. Problems sending or receiving email through the WMU address may be addressed at the Help Desk (387--- HELP), online at http://www.wmich.edu/oit/helpdesk/, or in person at the front desk in any on-campus computer lab.

**Professional Behavior:**
*(Academic Policy Statement Recommended and approved by the WMU Faculty Senate and adapted by Sara Clark for OT 6900)*

Every student has the right to freely express his/her opinion as long as this is done in such a way as to not impede the rights of other co-workers and students at the fieldwork site. Along this line, it is expected that all participants in this class will treat all others at the fieldwork site with respect and dignity. Behavior that is disrespectful, intimidating, threatening, or disruptive of the fieldwork environment will not be tolerated. If any participant in the class has a concern regarding another co-worker or student’s behavior he/she is encouraged to speak with the instructor.

If a fieldwork site contacts the instructor about professional behavior concerns, the instructor will contact the student via email to set up a time to speak with the student over the phone to discuss the situation and create a plan to correct the problem. The instructor will warn the student of the potential for the performance to impact the ability for the student to receive credit grade (CR) for the course if the behavior continues. If the student continues to demonstrate unprofessional behavior, the student may not receive a passing score on the AOTA Fieldwork Performance Evaluation and warrant a noncredit (NC) grade for the OT 6900 course.

**Accommodations for Disabilities:**
*(Academic Policy Statement Recommended and approved by the WMU Faculty Senate)*

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the professor and/or Disability Services for Students, (269) 387-2116, at the beginning of the semester, prior to the first day of the Level II Fieldwork experience. Disability information provided to the instructor will remain confidential. DSS recommends that students with disabilities bring their accommodation letters to the instructor during office hours or by special appointment, prior to the start of the fieldwork experience. During the
appointment, the particulars of arrangements for accommodations can be discussed and agreed upon in private.

**Academic Ethics and Integrity:**

*Academic Policy Statement Recommended and approved by the WMU Faculty Senate*

You are responsible for making yourself aware of and understanding the policies and procedures in the University’s Catalog’s that pertain to Academic Integrity. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Judicial Affairs. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with the course instructor if you are uncertain about an issue of academic honesty while on fieldwork.

**Non-Discrimination Policy:**

*Academic Policy Statement Recommended and approved by the WMU Faculty Senate*

Western Michigan University prohibits discrimination or harassment which violates the law, or which constitutes inappropriate or unprofessional limitation of employment, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

**WMU Human Rights Statement:**

*Academic Policy Statement Recommended and approved by the WMU Faculty Senate*

It is a fundamental policy of Western Michigan University not to discriminate on the basis of sex, sexual orientation, color, race, age, religion, national origin, height, weight, marital status, or handicap in its educational programs, admissions, employment, promotions, salaries and social activities. Through its example and teaching, Western strives to foster in its students, faculty, and staff respect for basic human rights. In its external relationships, the University is supportive of those activities that seek constructive change in the development of human rights in this country and abroad.