ACOTE Fieldwork Collaboration Form

Fieldwork Site Name: _______________________________________________________________________

C.1.3: **Document that academic and fieldwork educators agree on established fieldwork objectives prior to the start of the fieldwork experience, and communicate with the student and fieldwork educator about progress and performance throughout the fieldwork experience.**

- Student understands the **site-specific expectations. (please send to WMU)**
- Student has viewed all available information about the fieldwork site from WMU and from the fieldwork educator (contract, site-specific objectives, required forms, website, etc.)
- Student has reviewed the AOTA **FWPE** and understands the tool that will be used to evaluate student fieldwork performance and to determine a credit vs. no credit grade for OT 6900/OT 6910.
- Fieldwork Educator and student are required to have weekly meeting to discuss fieldwork performance. Use of a Weekly Meeting Summary sheet is highly encouraged to document weekly performance progress.
- **Week One Check In:** sara.clark@wmich.edu
  o Student emails Sara Clark (AFWC) to confirm site has all paperwork.
- **Midterm requirements:** sara.clark@wmich.edu
  o Fieldwork Educator emails Sara Clark (AFWC) official midterm score and update on performance. (separate email from student)
  o Student emails Sara Clark (AFWC) to provide fieldwork update.
  o No formal paperwork is returned at midterm
- **Week 10 Check-In:** sara.clark@wmich.edu
  o Fieldwork educator and student email Sara Clark separately with an update on progress from midterm to Week 10

C.1.4: **Ensure that the ratio of fieldwork educators to students enables proper supervision and provides protection of consumers, opportunities for appropriate role modeling of occupational therapy practice, and the ability to provide frequent assessment of student progress in achieving stated fieldwork objectives.**

- List the student to fieldwork educator ratio: _________________________________
C.1.11: **Document and verify that the student is supervised by a currently licensed or otherwise regulated occupational therapist who has a minimum of one year full-time (or its equivalent) of practice experience as a licensed or otherwise regulated occupational therapist prior to the onset of the Level II Fieldwork.**

<table>
<thead>
<tr>
<th>Fieldwork Educator Name</th>
<th>Years of Experience</th>
<th>State License Number</th>
<th>Date of State License Expiration</th>
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C.1.13: **Ensure that the Level II fieldwork supervision is direct and then decreases to less direct supervision as appropriate for the setting, the severity of the client’s condition, and the ability of the student to support progression toward entry-level competence.**

- Student and fieldwork educator understand the level of supervision will **change** from close supervision to distant supervision, only after the student has demonstrated competency with the safety of the clients.

C.1.11: **Ensure that the student supervisor is adequately prepared to serve as fieldwork educator, prior to Level II fieldwork.**

Please list any fieldwork education training courses you have attended and/or articles you have read to help you prepare to be a fieldwork educator:

C.1.12: **Document a mechanism for providing resources for enhancing supervision (e.g. material on supervisory skills, continuing education opportunities, articles on theory and practice).**

- MOTEC Fieldwork Educator Days (free one day course): [https://www.miota.org/motec_fieldwork_educator_days.php](https://www.miota.org/motec_fieldwork_educator_days.php)
- MOTEC Fieldwork Education Resources for Supervisory Skills: [https://www.miota.org/motec_fwed_days_resources.php](https://www.miota.org/motec_fwed_days_resources.php)
C.1.3: Ensure that fieldwork objectives for all experiences include a **psychosocial objective**.
Please list the site-specific psychosocial objective(s) for this fieldwork experience:

Both the WMU OT Level II Fieldwork Student and the Fieldwork Educator(s) understand the *American Council of Occupational Therapy Education (ACOTE)* fieldwork standards (2018) listed above and are in agreement with the information provided in this document.

__________________________________________________________

**Dates of Level II Fieldwork:**

**Student:** Print Name, Signature, and Date:

__________________________________________________________

**Fieldwork Educator(s):** Print name(s), Signature(s), Email(s), and Date:

__________________________________________________________