

## Fieldwork Manual

### Section One – General Information

#### Overview

The Master of Occupational Therapy (MOT) program at the University of Southern Maine includes the opportunity for students to engage in five separate fieldwork experiences throughout the curriculum. Students will complete three level I experiences, which occur concurrently with their coursework. These experiences take place in both community and clinical settings, highlighting traditional and non-traditional sites for occupational therapy.

Students are required to complete two 12 week level II fieldwork experiences (C.1.13.) at the completion of their coursework. Level II fieldwork experiences are supervised by an occupational therapist that meets the standards (C.1.14.) as outlined by the Accreditation Council for Occupational Therapy Education (ACOTE) and provide an intensive application of the knowledge learned throughout the program. The MOT program maintains active Agreements with a variety of sites locally, nationally, and internationally.

#### ACOTE Standards for Fieldwork Education

The following standards have been set forth by the Accreditation Council for Occupational Therapy Education (ACOTE) in regards to fieldwork education in a master's level OT program. For more information on the ACOTE Accreditation Standards for all Occupational Therapy programs, please visit

<https://www.aota.org/Education-Careers/Accreditation/StandardsReview.aspx>

#### **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. Fieldwork experiences should be implemented and evaluated for their effectiveness by the educational institution. 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.**

**The goal of **Level I fieldwork** is to introduce students to the fieldwork experience, to apply knowledge to practice, and to develop understanding of the needs of clients. The program will:**

C.1.8.	Ensure that Level I fieldwork is integral to the program's curriculum design and include experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process.
C.1.9.	Ensure that qualified personnel supervise Level I fieldwork. Examples may include, but are not limited to, currently licensed or otherwise regulated occupational therapists and occupational therapy assistants, psychologists, physician assistants, teachers, social workers, nurses, and physical therapists.

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C.1.10.	Document all Level I fieldwork experiences that are provided to students, including mechanisms for formal evaluation of student performance. Ensure that Level I fieldwork is not substituted for any part of Level II fieldwork.
<p><b>The goal of <b>Level II fieldwork</b> is to develop competent, entry-level, generalist occupational therapists. Level II fieldwork must be integral to the program's curriculum design and must include an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation and research, administration, and management of occupational therapy services. It is recommended that the student be exposed to a variety of clients across the lifespan and to a variety of settings. The program will:</b></p>	
C.1.11.	Ensure that the fieldwork experience is designed to promote clinical reasoning and reflective practice, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities.
C.1.12.	Provide Level II fieldwork in traditional and/or emerging settings, consistent with the curriculum design. In all settings, psychosocial factors influencing engagement in occupation must be understood and integrated for the development of client-centered, meaningful, occupation-based outcomes. The student can complete Level II fieldwork in a minimum of one setting if it is reflective of more than one practice area, or in a maximum of four different settings.
C.1.13.	Require a minimum of 24 weeks' full-time Level II fieldwork. This may be completed on a part-time basis, as defined by the fieldwork placement in accordance with the fieldwork placement's usual and customary personnel policies, as long as it is at least 50% of an FTE at that site.
C.1.14.	Ensure that the student is supervised by a currently licensed or otherwise regulated occupational therapist who has a minimum of 1 year full-time (or its equivalent) of practice experience subsequent to initial certification and who is adequately prepared to serve as a fieldwork educator. The supervising therapist may be engaged by the fieldwork site or by the educational program.
C.1.15.	Document a mechanism for evaluating the effectiveness of supervision (e.g., student evaluation of fieldwork) and for providing resources for enhancing supervision (e.g., materials on supervisory skills, continuing education opportunities, articles on theory and practice).
C.1.16.	Ensure that supervision provides protection of consumers and opportunities for appropriate role modeling of occupational therapy practice. Initially, supervision should be direct and then decrease to less direct supervision as appropriate for the setting, the severity of the client's condition, and the ability of the student.
C.1.17.	Ensure that supervision provided in a setting where no occupational therapy services exist includes a documented plan for provision of occupational therapy services and supervision by a currently licensed or otherwise regulated occupational therapist with at least 3 years' full-time or its equivalent of professional experience. Supervision must include a minimum of 8 hours of direct supervision each week of the fieldwork experience. An occupational therapy supervisor must be available, via a variety of contact measures, to the student during all working hours. An on-site supervisor designee of another profession must be assigned while the occupational therapy supervisor is off site.
C.1.18.	Document mechanisms for requiring formal evaluation of student performance on Level II fieldwork (e.g., the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student or equivalent).
C.1.19.	Ensure that students attending Level II fieldwork outside the United States are supervised by an occupational therapist who graduated from a program approved by the World Federation of Occupational Therapists and has 1 year of experience in practice.

## Fieldwork Sequence

The following fieldwork sequence is applicable to full time students only. Part time sequencing follows each course description.

### Year One: Spring Semester

#### **OTH 509 Level I Fieldwork: Mental Health/Psychosocial Practice**

Students are provided opportunities in a variety of clinical and community settings where they can begin to develop professional behaviors, communication skills, and skilled observation in a psychosocial setting. The accompanying seminar allows students to share and process their experiences as a group. The combination of direct fieldwork experience plus an integrated seminar allows students to further integrate course material and provide a common link between associated classes. Prerequisite: Successful completion of all previous coursework. Co-requisite: OTH 505/508. Cr 1.

Part time students complete OTH 509 during the summer semester of year one.

### Year One: Summer Semester

#### **OTH 510 Level I Fieldwork: Community Practice/Evidence Based Practice**

Students are provided opportunities in a variety of clinical and community settings where they can continue to develop professional behaviors, communication skills, and skilled observation in varied practice settings. The accompanying seminar allows students to share and process their experiences as a group. The combination of direct fieldwork experience plus an integrated seminar allows students to further integrate course material and provide a common link between associated classes. Prerequisite: Successful completion of all previous coursework. Co-requisite: OTH 512. Cr 1.

Part time students complete OTH 510 during the summer semester of year two.

### Year Two: Fall Semester

#### **OTH 511 Level I Fieldwork: Populations**

Students are provided opportunities in a variety of clinical and community settings where they demonstrate professional behaviors, communication skills, and skilled observation in a faculty supported setting. The accompanying seminar allows students to share and process their experiences as a group. The combination of direct fieldwork experience plus an integrated seminar allows students to further integrate course material and provide a common link between associated classes. Prerequisite: Successful completion of all previous coursework. Cr 1.

Part time students complete OTH 511 during the fall semester of year three.

### Year Two: Spring Semester

#### **OTH 620 First Level II Fieldwork**

This fieldwork requirement is a minimum 12 week, full time, and supervised experience in an occupational therapy setting or emerging practice area. Students are expected to participate in practical experiences that promote the application of theoretical knowledge and practice skills with clients who are experiencing occupational deficits due to a variety of conditions or disorders. They are expected to increase their caseload throughout the 12 weeks to demonstrate entry-level practitioner skills in that setting. Formal evaluation and direct supervision appropriate to the setting is provided by a licensed occupational therapist. This course requires participation in an online component during the placement. Prerequisite: Successful completion of all previous coursework. Cr 6.

Part time students complete OTH 620 during the spring semester of year three.

### Year Three: Fall Semester

#### **OTH 621 Final Level II Fieldwork**

This fieldwork requirement is a minimum 12 week, full time, and supervised experience in an occupational therapy setting or emerging practice area. Students are expected to participate in practical experiences that promote the application of theoretical knowledge and practice skills with clients who are experiencing occupational deficits due to a variety of conditions or disorders. They are expected to increase their caseload throughout the 12 weeks to demonstrate entry-level practitioner skills in that setting. Formal evaluation and direct supervision appropriate to the setting is provided by a licensed occupational therapist. This course requires participation in an online component during the placement. Prerequisite: Successful completion of all previous coursework and a passing grade in OTH 620. Cr 6.

Part time students complete OTH 621 during the fall semester of year four.

### **Fieldwork Sites**

Fieldwork experiences are integrated into the occupational therapy curriculum at the University of Southern Maine to enrich didactic coursework through observation and participation and to promote clinical reasoning, reflective and ethical practice, and the development of professionalism as an OT (C.1.8., C.1.11.). The USM MOT faculty, Fieldwork Educators, and students are mutually involved in the process. The occupational therapy program evaluates and selects fieldwork sites according to specific criteria that meet the needs of the curriculum and to assure that the site is able to provide adequate supervision and experiences to the student, enabling the program to successfully meet the appropriate ACOTE standards (C.1.9., C.1.12., C.1.14.) and the student to meet the objectives of the fieldwork experience.

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The scope of fieldwork sites ranges from traditional settings in pediatrics, geriatrics, physical disabilities and mental health, to emerging practice settings in community health and wellness programs. All sites utilized for student fieldwork meet the requirements and learning objectives of the curriculum. A contractual agreement that outlines the roles and responsibilities of each party is established and maintained between the University of Southern Maine and each site. The Academic Fieldwork Coordinator (AFWC) and fieldwork educators collaborate on objectives and the advising of students.

### Out of State Sites and SARA

***The following section is for informational purposes ONLY. Students will need to work with the Academic Fieldwork Coordinator for all out of state placements and required paperwork.***

During Level II Fieldwork, some students elect to travel out of state for their fieldwork. State laws require permission for out-of-state students to participate in on-site educational experiences. Many states are part of the [State Authorization Reciprocity Agreement \(SARA\)](#), which is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. If the state in which a student intends to complete his or her fieldwork experience is a SARA state, the student does not need to submit any additional paperwork. To see participating states, please visit <http://nc-sara.org/sara-states-institutions>.

For students wishing to complete a fieldwork experience in a non-SARA state, an out-of-state authorization form must be completed with the office of Community Engagement and Career Development. Please complete the [State Authorization Form](#) and send to the Academic Fieldwork Coordinator ([paula.spyropulos@maine.edu](mailto:paula.spyropulos@maine.edu)) for forwarding to the UMS state authorization staff member. NOTE: Prior authorization can take 8-12 weeks, so plan ahead.

### Licensing after Fieldwork

After the completion of all program curriculum and level II fieldwork, students will need to obtain licensure prior to practicing. Students must sit for the NBCOT exam and obtain licensure in the state in which they intend to practice. SARA does not cover approval for licensed professions and does not handle professional licensing board approval. Students must seek out individual state licensing requirements for occupational therapy practice, as requirements may vary from state to state. The American Occupational Therapy Association (AOTA) has resources available to assist students in obtaining a license in a particular state. For more information on obtaining state licensure, please visit <https://www.aota.org/Practice/Manage/HowTo.aspx>.

### E\*Value Policies and Procedures

All students and fieldwork educators will utilize the online software program E\*Value (<https://www.e-value.net>) for the logging of student hours and completion of assigned evaluations, for both level I and level II fieldwork placements (C.1.10., C.1.18.). Login information and an instruction manual will be provided for all fieldwork students and fieldwork educators during the associated fieldwork seminar course. Level I Evaluations include the Evaluation of Student, Student Evaluation of Course, Student Evaluation of Fieldwork Educator, and Student Evaluation of Fieldwork Site. Level II Evaluations include the AOTA Fieldwork Performance Evaluation (mid-term and final), the Student Evaluation of the Fieldwork

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Experience (SEFWE), and a supplemental SEFWE focused specifically on the fieldwork educator (extracted from the SEFWE) (C.1.15.). No paper evaluations will be used.

Students will be required to log all hours worked during fieldwork placements on at least a weekly basis, for tracking purposes. Fieldwork educators will be asked to verify and approve entered hours.

Failure to complete all assigned evaluations in E\*Value will result in an incomplete grade for the associated fieldwork course.

The E\*Value Student Instruction Manual (along with other important fieldwork resources) can be found here: <http://usm.maine.edu/ot/mot-fieldwork-resources>

### Student Responsibilities for Fieldwork Site Compliance – CastleBranch

Students must be fieldwork site compliant prior to receiving a fieldwork placement. The MOT program uses the online software program CastleBranch to track compliance for fieldwork requirements. Fieldwork site compliance means that students have submitted all required documentation to the CastleBranch site to meet the minimum site requirements (see below) and these documents have been approved by CastleBranch staff and verified by MOT staff or faculty.

The CastleBranch website for USM can be found here: <https://portal.castlebranch.com/ua87>.

### Required Documentation

It is the responsibility of the student to obtain and complete all immunizations and other fieldwork site requirements **before** their Level I and Level II fieldwork experiences begin. Some of the site requirements are more extensive than those required for attending USM. **It is the student's responsibility to provide the required documentation directly to the site prior to beginning their fieldwork experience.** USM does not share this information with the fieldwork site.

All fieldwork site requirements have been previously established with CastleBranch. Students are required to visit the site, select the appropriate package, and establish their login information. Package information is as follows:

- UA87bg: Background Check (use only if a repeat background check is required) - \$74.75
- **UA87bgim: Background Check – Medical Document Manager (initial package selection) - \$94.75**
- UA87dt10: Drug Test (use only if a fieldwork site requires a drug screen) - \$53
- UA87im: Medical Document Manager (used only in certain instances) - \$20

**The student is responsible for all costs associated with compliance for fieldwork placement, including immunizations, background checks, fingerprinting, and drug screens.** It is important that students budget appropriately for obtaining all required documentation and/or immunizations and tests in a timely manner, in order to begin the fieldwork process.

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*Failure to provide health and immunizations information and other site requirements in a timely manner may prevent the student from participating in fieldwork placements. Completion of these site requirements must be finalized **prior to** the site assignment and by the timeframe set by the MOT program. All costs associated with the site requirements are the responsibility of the student.*

### The following are fieldwork site requirements as listed in CastleBranch:

<https://portal.castlebranch.com/ua87>

- ❑ **Health Insurance** (updated bi-annually in CastleBranch)
  - Health insurance is required of all USM MOT students for the duration of the program
  - Health insurance may be purchased directly through the university plan or from a private insurance company
  
- ❑ **CPR certification** (renewable every 2 years)
  - CPR certification should be specifically for healthcare professionals and cover infants, children and adults
  - Certifications are offered both blended (with an online and an in-person component) or fully in person
  - Offerings from the American Heart Association or the American Red Cross will be accepted
  
- ❑ **Immunization Records (USM requirements)**
  - Provide proof of the following immunizations:
    - **Two doses of Measles, Mumps and Rubella (MMR)** given after (not on) the 1<sup>st</sup> birthday and given after December 31, 1956
      - Titers may be completed if the student is unable to get a copy of childhood vaccination records
    - **One dose of Tetanus/Diphtheria (TD) or Tetanus/Diphtheria/Pertussis (Tdap)** given within the last 10 years
  
- ❑ **Additional Immunizations Required by Fieldwork Sites**
  - **Varicella** – 2 doses
    - Proof of vaccine or proof of prior infection with date
    - Titers may be completed to prove immunity
  - **Tuberculosis (TB)**
    - Initial dose requires a 2 stage, 4 step process that takes 2-4 weeks to complete
    - Annual booster shot required

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- o **Hepatitis B** (vaccinations or declination form)
    - **3 shot series or positive antibody titer required**
      - Vaccination series can take up to 7 months to complete
  - o **Influenza Vaccine** (vaccination or declination form)
    - For the current flu season (September through March) - updated annually
- ❑ **Criminal Background Check**
- o Background checks must be completed through the CastleBranch online system during orientation week for all incoming students (<https://portal.castlebranch.com/ua87>). The student is responsible for all costs associated with the background check. The following USM personnel will have access to the background check information:
    - Academic Fieldwork Coordinator
    - Administrative Assistant to the Program Director
    - Dean of Lewiston Auburn College
    - Program Director MOT program/Chair MOT program
  - o Background check results may be compared to the admission application of the MOT student. In the event that there was a potential misrepresentation in the USM application, the student will be referred to the Dean of Students at USM and their actions will be reviewed by the Student Conduct Officer. Please note that this process may result in disciplinary action on the student, if the misrepresentation is found to have been intentional.
  - o Background check results **will be shared** with the clinical fieldwork sites. Students are encouraged to be an active participant in this process in conjunction with the Academic Fieldwork Coordinator.
    - Students are also encouraged to complete the NBCOT Character Review (<https://nbcot.org/en/Students/Services>) and request an Early Determination Review to ensure eligibility to sit for the NBCOT exam.
    - Students should also consult with all potential state licensure boards as soon as possible to determine eligibility for examination and licensing upon completion of the USM MOT program.
  - o The background check will likely need to be completed more than one time over the course of all fieldwork experiences, as some sites request completion within 6 months prior to the student start date. The following components are collected during the background check through CastleBranch, using all current and previous names and addresses:
    - Statewide Criminal ME
    - Nationwide Healthcare Fraud and Abuse Scan
    - Nationwide Record Indicator Alias with SOI
    - Social Security Alert
    - Residency History

Some sites may require additional items to be included in background checks or may require a student to complete a background check through the site in addition to the CastleBranch background check.

- ❑ **Fingerprinting**
  - Two-step process (with two separate fees) as outlined by the Maine Department of Education
  - Students will need to be fingerprinted at an approved site *and then* must submit an application for a fingerprint card through the Department of Education
    - Students will upload their fingerprint card or a screenshot of their current State of Maine Department of Education CHRC certification to CastleBranch for verification
  - If a student does not have a social security number, this process requires additional steps and will take longer
  - Instructions: <http://www.maine.gov/doe/cert/fingerprinting/approval-instructions.html>
  
- ❑ **Drug Screens**
  - Some healthcare sites require drug screens. This is the **only** item that students may wait to complete until after a site assignment is received.
  - Drug screens typically need to be completed at least one month before the assignment begins. The order will be placed through CastleBranch, then taken to a local facility for completion and processing.
  
- ❑ **Bloodborne Pathogens Training**
  - Completed annually each fall
  - Certificate is provided after training to upload into CastleBranch
  
- ❑ **Infection Control Training**
  - Completed annually each fall
  - Certificate is provided after training to upload into CastleBranch
  
- ❑ **HIPAA Training**
  - Completed annually each fall
  - Certificate is provided after training to upload into CastleBranch

### Program Specific Requirements as listed in CastleBranch:

- ❑ **Hand Washing Acknowledgement**
  - Completed annually each fall
  - Certificate is provided after training to upload into CastleBranch
  
- ❑ **Lab Safety Training**
  - Completed annually each fall
  - Certificate is provided after training to upload into CastleBranch

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- ❑ **Challenging Behaviors Training**
  - Completed annually each fall
  - Certificate is provided after training to upload into CastleBranch
  
- ❑ **Student Handbook & Fieldwork Manual Acknowledgement**
  - Signed each fall after reviewing latest student handbook and fieldwork manual requirements
  - Form provided on the last page of the student handbook
  
- ❑ **MeOTA and AOTA Membership**
  - Proof of membership required annually
  - Documents uploaded to CastleBranch for review

Additional Fieldwork Resources can be found at <https://usm.maine.edu/ot/mot-fieldwork-resources>

Some FW sites require additional certifications or immunizations in addition to the requirements listed above. It is the responsibility of the student to ensure compliance with all fieldwork site requirements. **A fieldwork site may add or change a requirement at any time. The student is expected to comply with any change in requirements immediately.** Information regarding site requirements may be found in E\*Value and obtained from the AFWC. It is critical that requirements are confirmed with the site during the student's initial contact with the Fieldwork Educator (FWE) or site contact.

Site requirements are reviewed for compliance prior to each FW experience by the MOT Administrative Specialist. Fieldwork sites may cancel a fieldwork placement if the student's documentation is not shared in a timely manner. In order to be timely, acquiring all information and scheduling medical visits (if needed) must be started at least two months prior to the scheduled start of the fieldwork placement. Each step may take longer than expected so be sure to begin the process as early as possible.

### Travel and Transportation

Students are expected to have a reliable means of transportation to and from classes and fieldwork experiences. Level I and II experiences may occur within a one hour drive from the student's home in Maine. Occasionally, fieldwork placement opportunities may be presented to a student outside of that one hour travel window. The student must agree to a longer travel time before being placed at that fieldwork site. If the student does not wish to travel more than an hour from their home in Maine, site placement may take longer and necessitate a later start date for fieldwork placement.

Students are responsible for all travel expenses incurred during each fieldwork placement. Fieldwork sites are confirmed well in advance of FW start dates and are based partially on the geographic location of students (as determined by their address listed in MaineStreet). If a student moves, the student must contact the AFWC immediately and should promptly update their current address in MaineStreet. If a student has already been aligned with a site, which may happen well before the site is communicated to the student, the student is at risk of

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alignment with a site that is beyond the desirable one hour commute. At that point, the student will need to make the decision whether or not to accept the site. If the student declines a site, confirmation of a different site within the established timeframes cannot be guaranteed.

### Counseling Students with Difficulties during Fieldwork Experiences

Fieldwork educators and/or students should identify problems early to allow time for the student, fieldwork educator, and/or AFWC to collaboratively discuss student performance and devise goals to foster the successful completion of fieldwork.

Through telephone consultation or on-site consultation with the FWE and the student, the AFWC may assist in identifying and clarifying issues related to fieldwork placement. The AFWC may also assist with the development of a plan to resolve fieldwork issues.

### Professional Behavior

All students must fully review, understand, and follow the Occupational Therapy Code of Ethics, as provided in Appendix E of this document. All professional behavior expectations for USM and the FW site must be followed without exception. **Failure to comply with professional behavior expectations may result in the student's dismissal from a FW placement and/or from the MOT program.**

### Disability Disclosure

Under the Americans with Disability Act, occupational therapy students with disabilities have the right to decide if and when they disclose their disability to the fieldwork site. It is recommended that if a student determines that they will need accommodations to fulfill the essential job functions in that fieldwork setting, the student should disclose this information to the fieldwork site before the start of the placement.

### Health Insurance Portability and Accountability Act (HIPAA)

MOT students are expected to adhere to **all HIPAA policies at all times**: in the classroom, representing the program at community events, and during the fieldwork experience. The site may ask the student to sign a form confirming his or her understanding and agreement to abide by HIPAA standards and policies. **Failure to comply with HIPAA policies may result in dismissal from FW and/or from the MOT program.**

### Email and Blackboard Use during Fieldwork

**Daily checking of your @maine.edu email and use of Blackboard for your course is required while participating in fieldwork.**

Students who do not complete all Blackboard requirements as outlined in the syllabus will not receive a passing grade for fieldwork, regardless of whether or not they pass their site experience. This is still considered a required course toward your degree even though you are not on campus.

### Process for Fieldwork Placements

**ALL** contacts to potential fieldwork sites for students enrolled in the MOT program at the University of Southern Maine **MUST** be initiated by the AFWC. Under no circumstances should the student or anyone working on the student's behalf contact a site to determine the availability of fieldwork placements, without prior approval of the AFWC.

Level I FW sites are generally secured within the state of Maine, with the exception of established international faculty-supported fieldwork options for Level I fieldwork. All faculty are currently licensed OTs in the state of Maine and will provide direct supervision to students throughout all international placements (C.1.9.).

The number of students that are able to participate in an international Level I fieldwork is limited. These opportunities will be shared well in advance and the USM MOT faculty will establish a process for submitting interest and selection of students. Prior to students declaring interest, it is important that the student's ability to participate from both a scheduling and a financial perspective has been determined. Please speak with the AFWC and Financial Aid for more information.

If the student has interest in an out-of-state Level II fieldwork experience, the student will have the opportunity to express a preference. Interest in out-of-state fieldwork needs to be discussed early in the process (one year prior to the semester Level II fieldwork begins) with the AFWC. Out-of-state fieldwork will need to be explored for sites where USM has an established national Agreement in place. Please contact the AFWC to learn where USM holds these Agreements.

For out-of-state fieldwork, the student will be asked to provide the AFWC with a contact name, contact telephone number, location, and a contact email address, if possible. The AFWC will make every effort to secure a fieldwork in the desired out-of-state area. When options are exhausted and a fieldwork placement is not secured (usually by 4 months before a start date), then a Maine fieldwork site will be offered.

Each student is not alone in his or her quest for the best site. The AFWC sometimes needs to make difficult decisions. Student flexibility and respect is appreciated. There are many variables that go into the decision about a good fit for the site, student, and FWE. Student preferences are an important part of the process, but are **not** a guarantee of a fieldwork placement.

### Failure to Complete the Fieldwork Experience

In the event that a fieldwork experience (inclusive of the associated seminar) is initiated and not successfully completed, the student will need to participate in a remediation plan prior to enrolling in the course again. The fieldwork experience will need to be repeated when the next scheduled course is available and a new site is secured. If there is a second occurrence of an incomplete fieldwork experience/seminar, the student will be dismissed from the USM MOT program.

### Section Two – Level I Fieldwork

Level I fieldwork requires a minimum of 20 hours during EACH semester that it is assigned. Three of these experiences are required in the program. An OT/OTR supervisor is *not required*

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for Level I fieldwork (C.1.9.). Students may be assigned to a site with a qualified supervisor from another discipline or profession. The program will honor the requests of the site for the timing of students' Level I experience and what works best for the site within the semester of the scheduled fieldwork.

### **Level I fieldwork is not to be substituted for any part of Level II fieldwork. (C.1.10.)**

The main objective of Level I fieldwork is to provide the student with opportunities to observe therapy environments and have site specific appropriate participation in hands-on activities (C.1.8.). Each student will participate in a Level I fieldwork with a primary psychosocial focus, one in community practice, and one with either pediatric or adult-based physical disabilities focus.

The schedule will be established based on the needs and preferences of the fieldwork site. Any changes in the schedule must be made with the fieldwork educator (FWE) and with the MOT's AFWC. It is the student's responsibility to participate in the communication process that occurs between the MOT program and the fieldwork site after the fieldwork site has been assigned and communicated to the student.

If a student is asked to take on a task(s) that he or she does not feel qualified for, he or she should speak with their FWE immediately. In addition, the student should discuss their concern with the Fieldwork Seminar instructor and/or the AFWC.

It is important to come to the Fieldwork Seminar prepared with questions and reflections about fieldwork. There are specific objectives and requirements for completing the USM Level I Fieldwork. Please keep in mind that the site may occasionally have additional tasks or assignments for the student to complete.

Successful completion of Level I Fieldwork requires:

1. Attendance and participation at the assigned site for the required amount of time
2. A successful evaluation of the student's performance completed by the FWE (C.1.10.)
3. Regular attendance and participation in the accompanying seminar
4. Completion of all assignments for the seminar course
5. Completion of all evaluations in E\*Value (<https://www.e-value.net>): the evaluation of the fieldwork site, fieldwork course, and fieldwork educator (completed by the student), and the evaluation of the student (completed by the fieldwork educator) (C.1.10.)

Development of professional behavior begins in the classroom. Each student is required to demonstrate professional behavior in the classroom as well as throughout the fieldwork experience. The student is responsible for understanding the norms of the fieldwork site, both implicit and explicit. When in doubt, ask for clarification.

### **Section Three – Level II Fieldwork**

Level II fieldwork requires a minimum of 24 weeks' full time work (C.1.13.). This is accomplished through two separate, 12 week placements at different facilities with a different client focus. Level II students will be under the supervision of an OT/OTR who has at least one year of experience at the time that the student begins fieldwork under their supervision (C.1.14.).

Once all sites are secured for the number of students that require fieldwork, the MOT faculty reviews availability, geographic preference, clinical preference, student strengths and needs, and timing of fieldwork. Once this discussion occurs, fieldwork assignments are shared with

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students. While this an exciting time for students, the broad communication of sites cannot be shared until everyone has a placement assigned. The only exception is if the student's placement requires a relocation out of state, or the site requires a student's name in advance of the group decision.

If the student declines the fieldwork site that was assigned, the student will be placed at the bottom of the assignment list and **will not** be guaranteed an additional offer within the same time period. There are a limited number of available sites during each FW rotation. This may jeopardize the student's ability to continue the MOT program within the scheduled timeframes and may delay graduation.

Because of site availability, not all requests can be honored. All students are guaranteed an appropriate FW placement for both of their level II experiences (i.e. two different types of settings and populations of clients). Once the student is offered a fieldwork site, it is the student's opportunity to engage and learn.

### Requesting Time Off During Fieldwork

Students are expected to be available full time for the duration of their fieldwork placement. In the event that there is a need to request time off during the fieldwork placement, the request must be completed in advance of BEGINNING FIELDWORK through the Academic Fieldwork Coordinator. This request should be for a special event or educational opportunity that cannot be scheduled outside of fieldwork. The fieldwork site is under *no obligation* to accommodate the student request.

Students who elect not to work through the Academic Fieldwork Coordinator and instead request time off directly through the site will be considered to be in breach of the professional behaviors required by the MOT program and will be reviewed by the MOT faculty for a potential failing grade in the fieldwork experience.

Students will be required to make up all missed time at their fieldwork site.

- All requests for time off during fieldwork must be communicated **VIA EMAIL** to the Academic Fieldwork Coordinator **by February 15<sup>th</sup>** (first level II fieldwork) **or July 30<sup>th</sup>** (final level II fieldwork), **prior** to any discussion with the FWE. If the need for time off emerges during the fieldwork placement, students should follow the request process as outlined in this section.
- If a student decides to proceed with a request to the fieldwork site, the student will create and forward and email to the Education Coordinator and/or the Fieldwork Educator at the assigned site, with a CC to the Academic Fieldwork Coordinator. The student is responsible for informing the Academic Fieldwork Coordinator of the outcome of the time off request and the plan to make up the missed time.
- If a student misses **more than two days** due to illness, the student may need to provide documentation from a medical provider prior to returning to fieldwork.

\*\*Due to the high variability of individual situations, the Program Coordinator and the Academic Fieldwork Educator reserve the right to review individual circumstances.

### Level II Fieldwork Begins

*Asking questions is good.* Students should not feel that asking questions will put them at a disadvantage or that they are not adequately prepared. This is a learning experience. If a student asks questions about information that the fieldwork educator feels they should already know, he or she should communicate that to the student.

There should be regular meetings between you and your supervisor. It is common that meetings may occur informally every day for the first few weeks, and then more formally once per week (C.1.16.). There should be no surprises at the midterm. Both parties should discuss any issues, including positive feedback, throughout the fieldwork.

Frequently, students will have several projects to complete as part of the fieldwork experience. These can range from article review presentations to the fabrication of a specific piece of adaptive equipment for a client. The expectation is that students will invest productive time and thought into these assignments. It is not uncommon for students to spend additional time every week outside of the time invested at the site. Even catching up on paperwork comes slowly at first, and time will also be needed to research and prepare interventions for the next day of fieldwork.

In addition, students are required to actively participate with the online portion of the course as outlined in the syllabus for OTH 620 and OTH 621. This is facilitated by USM OT Faculty.

If a student is out due to illness or other reason (with the exception of site holidays) for more than two days during the 12 week experience, the student will need to make up that missed time at the end. Students are required to participate in the experience on a full-time basis, unless the AFWC, the site, and the student have made another arrangement for a specific circumstance.

Successful completion of Level II Fieldwork requires:

1. Attendance and participation at the assigned site for the required amount of time
2. Completion of a mid-term evaluation (AOTA Performance Evaluation for the Occupational Therapy Student) and a successful final evaluation of your performance completed by the Fieldwork Educator (C.1.18.)
  - a. Both the mid-term and final student performance evaluation and final student performance evaluation must be read and signed off by the student in E\*Value
3. Active participation in the accompanying Blackboard Discussions (as outlined in the course syllabus)
4. At least weekly, accurate, submission of fieldwork hours in E\*Value (<https://www.e-value.net>)
5. Completion of the following evaluations in E\*Value (<https://www.e-value.net>): Student Evaluation of the Fieldwork Experience (SEFWE) and the WDYWW Supplemental SEFWE on the fieldwork educator in E\*Value (C.1.15.)

A Pass/Fail grade will not be assigned in MaineStreet by the AFWC until all aspects of the course are completed and the Blackboard requirements have been met.