

# Experiential Learning Handbook

University of Minnesota Occupational Therapy  
Entry Level Doctorate Program  
v. 1.7

## **Purpose Statement**

The purpose of the Experiential Learning Handbook is to provide information, policies, and resources to students, faculty, experiential learning site educators, fieldwork coordinators, clinical and community partners, and other stakeholders invested in the experiential learning process at the University of Minnesota Program in Occupational Therapy. This handbook also serves as the syllabus for Level II fieldwork.

The information provided in this handbook should not be regarded as an irrevocable contract between the student and the University. This handbook was developed in an attempt to provide accurate and complete information about the University, the Program in Occupational Therapy, and the current academic year. It does not prevent the potential of changes occurring during the year. If there are necessary changes, they will be published and communicated via email.

This handbook was developed using the 2018 Accreditation Council for Occupational Therapy Education (ACOTE<sup>R</sup>) Standards and Interpretive Guide to ensure that standards for C.1.0 Fieldwork Education and D.1.0 Capstone were met.

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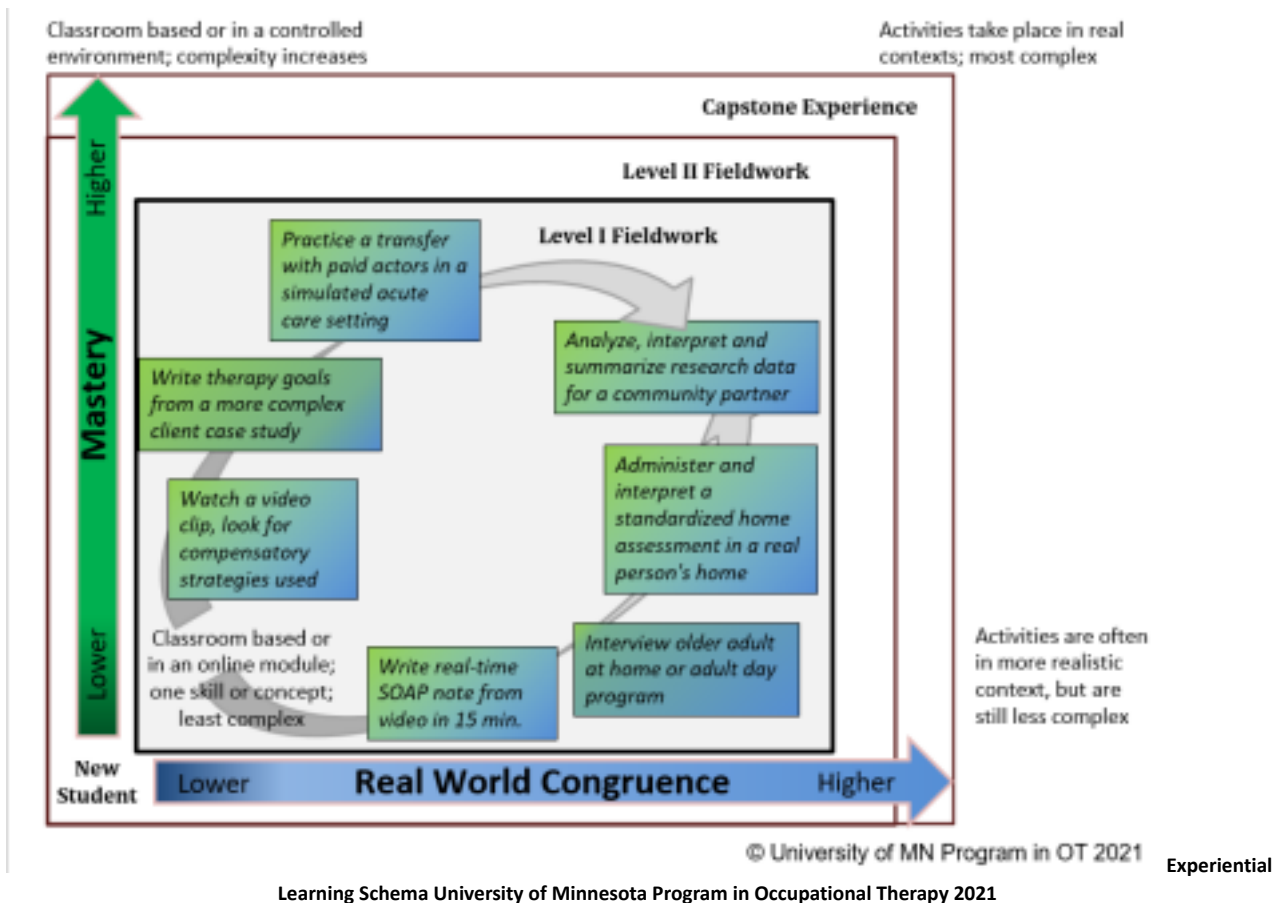
## Experiential Learning and Curriculum Design (ACOTE C.1.1)



Curriculum Design Schema University of Minnesota Program in Occupational Therapy 2021

Experiential learning is a large component of the University of Minnesota Program in Occupational Therapy. Faculty use components of experiential learning in their didactic courses and we have other elements of experiential learning in the curriculum. It is the larger elements of experiential learning that will be covered in this handbook, Level I and Level II fieldwork and capstone. Students' experiences with the larger elements of experiential learning start in semester one of the program with Level I fieldwork, then move to Level II fieldwork in semesters six, seven, or eight, and end with Capstone in semester nine for regular progression students. We offer our experiential learning experiences year-round to better meet the health and wellness needs of our community partners.

## Experiential Learning Model



The goal of Level I fieldwork is to introduce students to fieldwork, apply knowledge to practice, and develop an understanding of the needs of individuals, groups, and populations (ACOTE, 2018). We organized the objectives for Level I fieldwork around the program's curricular threads and ACOTE standards (Appendix A). Our Level I fieldwork experiences are completed in semesters one through five where students participate in 40 hours of faculty-led Level I experiences addressing lifespan occupations with child & youth, adult, older adult, and one focused on psychosocial/mental health occupations. These Level I fieldwork experiences are primarily with individuals, communities, or populations in non-traditional or emerging settings. These experiences also include a simulated case dedicated to one of the ages or populations addressed by Level I fieldwork with students interacting with simulated patients in collaboration with our M Simulation Center at the University.

Level II fieldwork experiences are completed in a minimum of 2-12 week placements for a total of 24 weeks. Level II fieldwork objectives (Appendix B) include goals addressing individual, community or population intervention, analyzing alignment between evaluation and intervention, having students identify evidence to support intervention, and students being able to demonstrate clinical reasoning and performance when onsite. We place students in a variety of settings identified by age group served and then by AOTA setting type for Level II experiences (Appendix C).

The Doctoral Experiential Component (DEC) and Capstone Project are the culmination of doctoral preparation for occupational therapy students. These individualized experiences provide the student an opportunity to develop their professional skills in an area of advanced practice, carry out a scholarly capstone project and disseminate the results, and promote the profession. Students, in collaboration with their faculty advisor, will design an experience and project to demonstrate the synthesis and application of advanced knowledge. The student will identify goals and objectives that guide the DEC and lead to the achievement of the identified advanced skills.

## **Student Requirements for Experiential Learning (ACOTE C.1.2)**

All entry-level doctoral occupational therapy students must complete level I fieldwork, level II fieldwork, and a capstone experience. Level I experiences are four 40-hour-long experiences, one each in intervention areas associated with children & youth, adults, older adults, and psychosocial/mental health practice. They are scheduled outside of the face-to-face schedule at times that are appropriate for the population being served. This means that they could be in the evenings and on days outside of the Thursdays and Fridays that are marked off on the student calendar. Dates and times will be communicated to students by their Level I course directors once they are assigned to a group. Experiences are near both the Twin Cities and Rochester campuses and students may be expected to participate in an experience that is not associated with their primary campus.

Level II experiences occur in a variety of settings. There are a minimum of 24 weeks of full-time participation occurring after completing five semesters of the didactic curriculum. All students should expect to complete a minimum of one 12-week level II experience at a location outside of the Twin Cities (7-county) or Rochester metro areas. The Capstone Experience occurs across 14 full-time weeks in an area of advanced practice. This experience occurs after all coursework, including level I and level II fieldwork have been completed.

All experiential components of the curriculum must be completed within 24 months following the completion of semester 8 of the didactic portion of the curriculum. All experiential learning may be completed at locations across the State of Minnesota. Each student is responsible for paying their additional housing, travel, and living costs due to those placements, and should plan for those expenses in advance. Experiential learning placements are rarely located in other states and international placements are not currently an option due to the Occupational Therapy Program mission and land grant status of the University of Minnesota.

## **Fieldwork Databases**

All students in the College of Pharmacy are provided access to the *CORE-ELMS*\* fieldwork database. Students have access to edit their personal information in *CORE-ELMS* and to view site information including Student Evaluation of Fieldwork Experience (SEFWE) forms

as needed. We house all student compliance information in *CORE-ELMS* and the student's Boynton Health Portal. *CORE-ELMS* assists the University, faculty, and students with tracking, documenting, scheduling, and evaluating experiential learning which includes Level I and Level II fieldwork and capstone experiences.

\* *CORE-ELMS* is replacing *EXXAT* in Fall of 2024 for year two and incoming year one students. Year three students will finish their Level II and capstone experiences in *EXXAT*.

## **Compliance Requirements**

Compliance requirements are defined in the terms of our University's fieldwork contracts and are standardized across programs. These are the minimum requirements to participate in fieldwork experiences during the occupational therapy program. These requirements are typically completed before orientation and must be completed prior to starting the program in the fall of the first semester.

Compliance must be maintained at all times during the program or students will not be permitted to participate in experiential learning. There are no exceptions to this requirement. If a student fails to comply with compliance requirements they will be withheld from participation in experiential learning and potentially in classroom activities. If a student is withheld from experiential learning or classroom experiences, it may affect the student's ability to progress in the program, including graduation.

## **Background Study**

All students enrolled in the University of Minnesota Health Sciences Colleges or Schools must complete a Minnesota DHS NetStudy2.0 Background check, this includes fingerprinting. Students will be sent a copy of their background study. They need to **keep this** as a site could request it at any time during their participation in the program.

During a student's Level II fieldwork or Capstone experiences, they may be required to complete a national background check (criminal) or an additional state background check. *Any additional costs related to these are the student's responsibility.* National background checks are completed through Verified Credentials. Examples of sites that require a national background check are all Mayo sites, Essentia, and SMB Homes, this is not an all-inclusive list and may change at any time. Students must follow the onboarding requirements of the site and upload all documentation into *CORE-ELMS* showing compliance prior to being onsite.

## **Immunizations**

All students enrolled in the Health Sciences Colleges or Schools are required to maintain immunization compliance. Immunization requirements can be found here - <https://healthsciedu.umn.edu/policies>

## **Healthcare Provider Level CPR**

Students are required to have valid Healthcare Provider Level CPR training. It is strongly

recommended that all students take American Heart Association Healthcare Provider Basic Life Support (BLS). Most fieldwork sites will not accept Red Cross Basic Life Support and students will be required to take CPR again at their own expense if their site does not accept the CPR course they have taken.

## **Health Insurance Portability and Accountability Act - HIPAA**

All Health Sciences learners are required to complete University Training Hub HIPAA training. Students are required to verify that they have completed the most current version of the HIPAA training, and upload proof into *CORE-ELMS* prior to starting experiential learning experiences.

## **Blood-Borne Pathogen Training**

All Health Sciences learners are required to complete University Training Hub Blood-Borne Pathogen training. Students are required to verify that they have completed their module and uploaded proof into *CORE-ELMS*.

## **Coronavirus (COVID-19) Awareness Training**

Students are required to complete University Training Hub Coronavirus (COVID-19) Awareness training. In this course, students will learn the following about Coronavirus (COVID-19): What the symptoms of the virus are, how the virus spreads, and how they can protect themselves and others. Students are required to verify that they have completed their module and uploaded proof into *CORE-ELMS*.

## **Health Insurance**

All Health Sciences learners are required to maintain health insurance throughout the duration of the occupational therapy program. Students can be on their family's plan or can pay the student services fee and participate in the University Student Health Insurance plan. As a part of the affiliation agreement, students must carry health insurance while on fieldwork and fieldwork starts the first semester of the program. Be prepared to provide proof of insurance to the fieldwork site, students can be asked at any time, especially if they are injured on site.

## **Additional Possible Requirements**

Some organizations require additional specific documentation and information before students may participate in a fieldwork experience within their setting. *Any additional costs are the student's responsibility.*

Items potentially stipulated by organizations may include but are not limited to:

- Site-specific orientation/registration, may be online or in person, and frequently occurs outside of the fieldwork experience.
- Payment for access to electronic systems, parking, housing, etc.
- Additional background checks
- Additional Immunizations (e.g.; a second two-step tuberculin test)
- Drug Testing
- Health History Documentation

It is the site's responsibility to communicate these requirements to the student and Director of Experiential Learning in a timely manner. It is the student's responsibility to meet these requirements promptly as requested by the site and the Director of Experiential Learning. It is the student's responsibility to upload any additional documentation, including completion of onboarding requirements into *CORE-ELMS*.

Non-compliance with any of these requirements (and thus with the affiliation agreement) while in the program can result in any of the following: dismissal from their experiential learning site, a delay in academic progress, and/or issues with successful completion of the curriculum, depending upon their academic status. (See Appendix D Possible Grading Outcomes)

*Note-* the University of Minnesota provides Liability Insurance for students while they are participating in experiential learning which is uploaded into *CORE-ELMS* on the student's behalf.

### **Process for Selecting Experiential Learning Sites (ACOTE C.1.2)**

Selection of experiential learning sites is an ongoing, deliberate, and methodical process. Sites must demonstrate the capacity to provide opportunities for occupational therapy practice congruent with the University of Minnesota occupational therapy programs' philosophy and curriculum design. In addition, sites must meet safety standards, and provide supervision by qualified personnel depending on the experiential learning type.

These requirements are verified via a phone call, virtual meeting, or on-site visit. Once these requirements have been verified, an *Affiliation Agreement* is negotiated between the University of Minnesota and the experiential learning site. This is a legal document that protects the student, the school, and the site during the experiential learning experience. The process of securing an *Affiliation Agreement* can require significant time to ensure that a fully executable agreement is in place prior to a student arriving onsite for an experience.

On a biannual basis, the Director of Experiential Learning examines the *CORE-ELMS* fieldwork database of current sites to ensure adequacy in numbers and quality of practice areas (diversity of age and AOTA setting types) following the Program's curriculum design.

### **Collaboration and Communication during Experiential Learning (ACOTE C.1.3)**

University email is the official means of communication during experiential learning. We expect that all students will check their University email **daily** during any experiential learning experience. Before the start of an experiential learning Level I or Level II experience students are provided information to review and prepare via email and Canvas for Level I experiences or *CORE-ELMS* and Canvas for Level II experiences which includes the fieldwork objectives for each experience that have been agreed upon by the academic and experiential learning educators.



During all experiential learning experiences, the experiential learning educator and student share progress and performance on the objectives at regular intervals that are appropriate for the type of setting. The Director of Experiential Learning is involved at a minimum at midterm and final for Level I and Level II experiences.

During Level II experiences, the Director of Experiential Learning communicates regularly with the student and experiential learning site educator to ensure progress and performance. This is at a minimum of at the start of the experience week 1-2, before midterm week 5-6, and before final week 9-10. Midterm and final evaluations are sent via CORE-ELMS at week 6 and week 12.

### **Affiliation Agreements (Memoranda of Understanding) (ACOTE C.1.6)**

Before students are placed onsite, the University of Minnesota Program in Occupational Therapy enters into an Affiliation Agreement (memoranda of understanding) with all experiential learning sites. The affiliation agreement is written at an institutional level and defines the rights and responsibilities of the University, the students, and the experiential learning site. Some affiliation agreements may cover more than one University program and are referred to as a Master Affiliation Agreement. At times, these agreements require individual programs to complete what the University calls a Program Letter of Agreement (PLA).

The PLA is an agreement between the site and an individual University program that identifies specific needs of the program and the site for their learners. The Program in Occupational Therapy also developed a Program Memoranda of Understanding (PMOU) for Level I sites, Community Level II sites, and Capstone (Appendix E). This is a non-legal written document that helps identify the roles and responsibilities of the site, the program, and the students. These also help identify onsite supervisors where OTs are not present full-time.

All affiliation agreements are kept in the University Affiliation Agreement database. All contract expiration dates are noted in *CORE-ELMS* as well. All PLAs and PMOUs are kept at a program level. Affiliation agreements that are program level are renewed at the program level when they are close to their expiration date if the site still meets the requirements of a qualified experiential site as stated above.

If a site is part of a master affiliation agreement, those are renewed at a University level by the Office of General Council Affiliation Agreement team. The Director of Experiential Learning ensures that the affiliation agreements are current before each fieldwork type experience (ACOTE C.1.2; C.1.6) and ensures that there is a sufficient number of affiliation agreements established and maintained so that students can complete their experiential learning requirements on time (ACOTE C.1.5).

## **Number of Experiential Learning Sites (ACOTE C.1.5)**

The University of Minnesota Program in Occupational Therapy has over 500 affiliation agreements that are sufficient in scope and number for populations across the lifespan (child & youth, adult, older adult, and mental health), across individual, community, and/or population based practice, and in traditional and emerging practice settings. The Director of Experiential Learning provides an ongoing examination of sites to ensure the scope and number are sufficient in *CORE-ELMS* using AOTA practice area codes to ensure that all students can complete graduation requirements as outlined in the curriculum on time.

## **Fieldwork Experience in Behavioral Health, Psychological or Social Factors (ACOTE C.1.7)**

The focus of our fourth Level I fieldwork course is on the OT process from a psychosocial aspect. Students work under the supervision of faculty and a preceptor to address occupational deprivation related to behavioral health, and psychosocial or social factors for individuals, groups, or populations.

We ask that all students complete a course through the University called *Mental Health First Aid* in their first semester to help provide common language and knowledge to use in all of their Level I experiences. We will accept a completion certificate from students if they completed this course during their undergraduate program if it was completed within two years of their start of the OTD program.

OT 7271 Level I FW Mental Health - This level I fieldwork course follows the developmental model of the curriculum and the theme that occupations occur across the lifespan for persons and populations. This course represents the experiential learning model adopted by the Program. By the end of this Level I FW course, each student experiences the OT process from a psychosocial aspect.

The experiential learning activities in any given Level I experience facilitate professional development and are directly tied to the application of the OT process and foundational knowledge. This structure allows for a developmental approach to the evaluation of any given Level I experience, where students are assessed on demonstrated professional competencies expected in any given semester and the OT process rather than skills specific to a level I site or population. During the semesters students are participating in a Level I experience, each student will participate in a Level I simulation that allows students to demonstrate skills commensurate with their semester in the curriculum.

## **Psychosocial Objectives (ACOTE C.1.3)**

### OT 7175/OT 7176/OT 7177/OT 7271 – Level I Fieldwork

- Demonstrate therapeutic use of self as part of the therapeutic process to address

psychological, social, and behavioral health factors that are influencing occupational participation in your setting.

## OT 7596/OT 7696 – Level II Fieldwork

- Analyze the alignment of the evaluation process of their placement and the AOTA Occupational Profile, including psychological, social, and behavioral health factors that are influencing occupational performance to guide intervention for the service recipient.
- Demonstrate therapeutic use of self as part of the therapeutic process to address psychological, social, and behavioral health factors that are influencing occupational participation in your setting.

## **Supervision in Experiential Learning (ACOTE C.1.4)**

The ratio of experiential learning educators to students is documented for each site and used in the experiential learning planning process to ensure that not only do students have proper supervision during their experience but that the level of supervision provides adequate opportunities for role modeling of occupational therapy practice, assessment of student progress and achievement of site objectives, but also provides protection of the consumer of our services. Experiential learning supervisors may be engaged or employed by the experiential learning site or by the University to serve in this role.

## **Level I Experience Supervision (C.1.8)**

Level I experiences are supervised by University program faculty and on some occasions other health professionals under the direction of University program faculty (eg. Occupational therapy assistants, Level II OT students under the supervision of a licensed OT, psychologists, teachers, social workers, physical therapists, nurses, speech-language pathologists, and physicians) who have affirmed their ability to support the students in the Level I experiential learning experience. Before the Level I experience, the educators are informed of the objectives for the experience, their role in supervision, the University curriculum, and the expectations of the students. For students that are onsite at a Level I experience, the program faculty educator will ensure that there is a licensed professional providing supervision.

## **Evaluation of Level I Supervision**

At the end of each Level I FW experience, students complete the University of Minnesota's *Student Rating of Teaching* as part of their Level I experiences as well as a Student Evaluation of Level I Fieldwork Experience. These evaluations provide feedback to the faculty leading the experience, the Program Director, and the Director of Experiential Learning to ensure that all expectations in a Level I experience are being met including adequate supervision and opportunities for practice following the Level I Fieldwork policy guidelines.

## **Level II Experience Supervision (ACOTE C.1.11)**

Level II experiences are supervised by currently licensed or otherwise regulated occupational

therapy practitioners who have a minimum of 1 year of full-time practice experience (or equivalent) before the onset of the Level II experience. Level II experiential learning educator information, including license number and years of experience, is documented in *CORE-ELMS* along with other information such as how they have prepared to be a supervisor to ensure that the supervisor is adequately prepared to serve in this role. The University provides fieldwork related resources, 1:1 mentoring with the Director of Experiential Learning, and opportunities for participating in an AOTA Fieldwork Educator Certificate course.

In places where no occupational therapy services exist, also known as emerging practice settings, students must be supervised a minimum of 8 hours of direct supervision per week by a licensed or otherwise regulated Occupational Therapist with at least 3 years of full-time experience (or equivalent) before the Level II experience. Level II experiential learning educator information, including license number and years of experience, is documented in *CORE-ELMS* along with other information to ensure that the supervisor is adequately prepared to serve in this role. When the occupational therapist is not providing direct supervision, there must be an onsite supervisor designee identified for the student and the occupational therapy supervisor must be available for the student during working hours via other contact measures (e.g., Phone, teleconference, text, email). The onsite designee is communicated to the student in writing before the Level II experience as well and is documented in *CORE-ELMS* and the PMOU (ACOTE C.1.14).

The Director of Experiential Learning and the experiential learning educator work together to ensure that supervision progresses from direct in the first few weeks of the experience to less direct as appropriate for the setting, needs of the client, and the ability of the student as they progress toward entry-level competence. Supervision is monitored through discussion boards with students, ongoing communication between the Director of Experiential Learning and the experiential learning educator, and student evaluations of fieldwork. Student ratings on the Fieldwork Performance Evaluation are also used to monitor levels of supervision related to student performance. (ACOTE C.1.13)

### **Evaluation of Level II Supervision (ACOTE C.1.12)**

Level II experiential learning supervision is evaluated using communication between the Director of Experiential Learning and the experiential learning site educator, the Director of Experiential Learning and students via their online discussions, and the student evaluation of fieldwork experience. Experiential learning site educators and students are encouraged to use the weekly supervision form (Appendix F) to guide weekly objectives, progress toward becoming an entry-level practitioner, and document any issues that may arise during the experience.

The Director of Experiential Learning will tabulate and examine data for trends in supervision and to identify any areas of concern that need to be remediated with the site, experiential learning site educator, or students. Resources are provided to first-time educators and new sites as part of the communication process when setting up new sites. Experiential learning

site educators are invited to experiential learning forums held by the University to address areas of interest to experiential learning partners. Additional resources for enhancing supervision are provided as needed.

## **Evaluation of Student Performance in Experiential Learning**

### **Level I Student Evaluation (ACOTE C.1.9)**

Students are evaluated on their Level I experiences in three ways. They complete Level I fieldwork assignments, Evaluation of Students in Level I Fieldwork Form (Appendix G), and the Semester Simulation.

Level I fieldwork Assignments – Level I fieldwork assignments are completed by the student and submitted in Canvas.

Evaluation of Students in Level I Fieldwork – this is completed by the Level I fieldwork educator and submitted in Canvas. Unsatisfactory performance on the Evaluation of Students in Level I Fieldwork Form is indicated by:

- Rating of “Needs Improvement” on Professional Development #6 OR
- More than 4 total “Needs Improvement” ratings total for semesters 1-2 OR
- More than 2 total “Needs Improvement” ratings total for semesters 4-5

Semester Simulation – Level I semester simulations are graded on S/N grading scale. If students receive an N grade they are allowed one retake of the simulation. If they receive another N grade they must repeat that semester’s Level I fieldwork experience.

### **Level II Student Evaluation (ACOTE C.1.15)**

Students are evaluated using the AOTA Fieldwork Performance Evaluation (FWPE) (Appendix H), course-related assignments and discussions completed in Canvas, and input from fieldwork educators.

In order to receive a satisfactory grade in this course students must:

- Maintain compliance at all times during fieldwork, including keeping their experiential learning site educator information up to date if there are any changes during their rotation
- Complete all assignments in Canvas with a satisfactory grade
- Complete all discussion board postings
- Receive a minimum passing score of 111 on the FWPE, including a minimum score of 3 on items 1, 2, or 3, Fundamentals of Practice on the final evaluation

When all criteria are met the Director of Experiential Learning will enter the final grade for the course. Please see the Academic Progress policy in the Student Handbook for additional information.

## **Experiential Learning Placements**

Demand for fieldwork sites is at an all-time high. This means that more students are competing for fewer fieldwork placements; a result of both high demand for occupational therapists and changing productivity standards for fieldwork educators. This demand was further impacted by the pandemic. We intentionally developed faculty lead Level I experiences to ensure a clear connection to our curriculum and to help reduce the demand on our experiential learning site educators. The faculty have developed deliberate learning activities across the lifespan to apply the OT process in a variety of settings. These experiences further support the Program's mission and curricular threads.

## **Level I Experiences**

Level I fieldwork experiences are designed to follow the developmental model of the curriculum and the theme that occupations occur across the lifespan for persons and populations. By the end of the Level I FW series, each student will have an experience with child & youth, adults and older adults plus an experience in a site primarily dedicated to psychosocial aspects of occupational therapy practice. The experiential learning activities in any given Level I experience will facilitate professional development and be directly tied to the application of the OT process and foundational knowledge. This structure will also allow for a developmental approach to evaluation of any given Level I experience, where students will be assessed on demonstrated competencies expected in any given semester rather than on skills specific to a level I site or population.

Level I fieldwork experiences are completed in semesters one through five where students participate in 40 hours of faculty-led Level I experiences addressing lifespan occupations with child & youth, adult, older adult, and one focused on mental health occupations. These Level I fieldwork experiences are primarily with individuals, communities, or populations in non-traditional, emerging, and traditional settings. Students will be registered for Level I experiences by student services on a random basis. All students will participate in all four experiences over their time in the program.

Schedules are determined by the Course Director (Core Faculty) and communicated to students via the learning management system (Canvas). Traditionally Thursdays and Fridays are designated timeframes for Level I fieldwork for the program however, schedules are determined by the needs of our community partners and service recipients. This means some experiences may be offered in evenings or other days of the week, including weekends and will be reflected in the individual course schedules. Students should expect to participate in Level I experiences on EITHER campus and must be prepared to travel to the site if needed.

Level I experiences include a simulated case dedicated to one of the ages or populations addressed by Level I fieldwork with students interacting with simulated patients in collaboration with our M Simulation Center at the University. All of our Level I simulations

include psychosocial aspects of practice and therapeutic use of self with clients and other professionals, collaboration, and professional behaviors.

## Level II Experiences

*The goal of Level II fieldwork 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 in a variety of settings. (ACOTE, 2018)*

Level II fieldwork is an integral part of entry-level occupational therapy education, requiring careful placement of students into experiences. Placement decisions align with the University of Minnesota, The Program in Occupational Therapy, and the fieldwork model. Our Level II fieldwork planning and processing begin before students matriculate into the program and continue up to, and beyond when students receive initial notice of their placements. Individual preferences are a secondary component of the match decision. The Director of Experiential Learning will solicit student input to assist in this portion of the placement process. All level II fieldwork sites are assigned using a methodical process and students will benefit from their fieldwork experiences regardless of the alignment between the fieldwork setting and their intended area of practice. The ultimate goal is to create a generalist entry-level practitioner. The program assigns students to rotations that meet this goal and accreditation expectations.

The process for soliciting student input into the process will begin in semester four. The Director of Experiential Learning will ask students to complete a form that will help prioritize interests and identify personal factors that may impact placements. Some examples of information gathered include:

- Preferences for particular settings/populations (as they fit the fieldwork model and Capstone interests)
- Caregiving needs (small children, elderly parents, etc.)
- Accommodations required (must be arranged for experiential learning experiences prior to the start of the experience and documented by Disability Resource Center)
- Preferences for particular geographic areas in Minnesota and surrounding areas (if a student has housing availability)
- Information regarding past experiences including employment, volunteer experiences and other community involvement
- Information regarding conflicts of interest

The Director of Experiential Learning will use a randomization process, the students' priority

information, and site availability to match students with sites that have offered placement to our program via *CORE-ELMS*. The Director of Experiential Learning will *attempt* to accommodate *one* of the students' preferences for *one* fieldwork experience. Remember, *the priority is providing students with **foundational generalist** OT experiences*. Students cannot be assigned to experiential learning locations where they are currently employed, have an ongoing relationship, or where immediate family members are employed. Failure to disclose these conflicts of interest may result in last-minute changes and could result in a delay in graduation or dismissal.

Students will be notified of site placements a minimum of three months before their start date. Sometimes we are unable to verify both placements by this time. If this occurs, students will be notified of the rotation as soon as a commitment is received from a site that fits their needs. After students receive notification of their placements, they are encouraged to use the *CORE-ELMS* site and review the site's specific information. This contains a collection of documents about our fieldwork site partners from both sites and students. Students will be instructed to contact their sites approximately 8 weeks before starting to introduce themselves and ask any additional questions they may have specific to being onsite.

Level II fieldwork experiences are completed in a minimum of 2-12 week placements completing a total of 18 credits for the 24-week experience. Students are placed in a variety of settings first identified by age group served (child & youth, adult, or older adult) and then by AOTA setting type (Appendix C). Students will be placed in a minimum of two different setting types and a maximum of four setting types using these guidelines, and when possible students will not be placed with the same age group served or within the same setting type. Students may be placed in a single setting if the guidelines for two different setting types or age groups are met within that setting. For example, a student may be placed in a single hospital system for their 24-week fieldwork *IF* during that 24 weeks they experience a minimum of two and no more than four AOTA setting types and multiple age groups, such as a single hospital setting with 12 weeks in pediatric inpatient/outpatient mix and 12 weeks with adult mental health. **(ACOTE C.1.10)**

Level II fieldwork objectives (Appendix B) include goals addressing individual, community, or population intervention, analyzing alignment between evaluation and intervention, having students identify evidence to support intervention, and students being able to demonstrate clinical reasoning and performance when onsite.

### **Level II Schedules (ACOTE C.1.10)**

All Level II fieldwork experiences are scheduled as full-time equivalent for the site for 2-12 week experiences. Students must complete a minimum of 32 hours each week to be considered full-time. Anything less than 32 hours will be required to be made up as additional days at the end of their experience. There may be opportunities for part-time



experiences, any part time experience needs to be 20 hours per week minimum (or 50% of the full-time FTE for the site). Part-time experiences need to be arranged in advance of fieldwork placements being assigned.

Level II fieldwork experiences start in the fall semester of year three of the program. Students will be placed in two semesters of fieldwork after completion of their final semester of the didactic curriculum during this time. Students cannot progress into Level II fieldwork with any outstanding incomplete grades.

Semester	Plan
Summer 2	Coursework
Fall 3	Level II Fieldwork
Spring 3	Level II Fieldwork
Summer 3	Capstone Experience

Level II fieldwork is typically 8 hours per day, 40 hours per week, or what is considered the full time equivalent for the site. However, some sites may require 10-hour days and/or weekend shifts. Although students will be on site for typically 8 hours per day, students should expect to also spend time outside of the site throughout the 12 weeks doing assigned readings, completing assignments, preparing for evaluations and interventions, researching diagnoses, etc. Students are not expected to be onsite more than the full-time equivalent at a site, **work outside of scheduled onsite time does not count toward the full-time equivalent.** This means if you come in 30 minutes early to review charts or stay 30 minutes late to finish documentation, this does not count toward your full-time hours.

Students will be expected to follow their experiential learning site educator’s schedule while on Level II fieldwork and will receive their assigned schedule closer to the start of their placement. Students will have minimal ability to negotiate adjustments to their assigned schedule, sites cannot manage schedule adjustments for students. If you need accommodations related to scheduling these need to be discussed with the Disability Resource Center (DRC) and the Director of Experiential Learning prior to placement of fieldwork. Life events that are within your control (weddings, vacations, family events, etc.) should be scheduled outside of your fieldwork experiences. Students will not be permitted to take time off during fieldwork for life events that are within their control, see the section on Experiential Learning policies for more information on absences.

### **Out of State and International Placements (ACOTE C.1.16)**

The University of Minnesota Program in Occupational Therapy is part of a *land grant institution* and was built to meet the workforce and educational needs of the State of Minnesota. At this time, we do not place students outside of the United States. Likewise,

out-of-state placements are not top priorities. The program will consider out-of-state placements for students with housing available in areas **with existing contracts**. At some point in the future, the program may also consider an international fieldwork experience as an optional experience, outside of the required 24-week Level II experiences.

## **Optional Additional Fieldwork Experiences**

Students may complete an additional third fieldwork experience. Third fieldwork experiences are in specialty settings and can provide exposure to a practice setting not experienced in your two required fieldwork experiences. Note: Students are required to pay tuition, complete select assignments, and complete the AOTA fieldwork evaluation for optional fieldwork. Students can make an appointment with the Director of Experiential Learning if they are interested.

Optional third fieldworks are a **minimum** of 4 weeks, but most sites require 8-12 weeks. Settings include cardiac rehabilitation, hand therapy, industrial rehabilitation, and burn rehabilitation. Students who are thinking about an *optional fieldwork* experience should consider the following factors:

- Their personal interest and motivation
- They *must* pass the two required fieldwork experiences prior to the optional third fieldwork
- Placements may require additional training or certification prior to beginning the fieldwork
- Their Capstone and graduation will be delayed to allow for completion of the third fieldwork

## **Doctoral Capstone Experience and Project**

This section of the handbook provides a description of the Occupational Therapy Doctorate Experiential Component (DEC) and capstone project and the policies associated with this culminating portion of the curriculum.

### **Overview of the Doctoral Experiential Component and Project**

According to the 2023 ACOTE Standards and Interpretive Guide:

*The doctoral capstone shall be an integral part of the program's curriculum design. The goal of the doctoral capstone is to provide an in-depth exposure to one or more of the following: clinical skills, research skills, administration, leadership, program development and evaluation, policy development, advocacy, and education. The doctoral capstone consists of two parts: 1) Capstone project and 2) Capstone experience.*

The Doctoral Experiential Component (DEC) and Capstone Project are the culmination of doctoral preparation for occupational therapy students. These individualized experiences provide the student an opportunity to develop their professional skills in an area of in depth focus, carry out a scholarly capstone project and disseminate the results; and to promote the profession (**ACOTE D.1.1**).

### **Definition of Terms:**

**Areas of in depth focus:** The specific areas of focus in which the student will develop

advanced skills via the DEC and project: clinical skills, research skills, administration, leadership, program development and evaluation, policy development, advocacy, and education, **Capstone Director:** The faculty member identified by the program who is specifically responsible for assuring compliance with capstone requirements per program and accreditation standards.

**Faculty CapstoneMentor (FCM):** The UMN OT core faculty member who provides supervision, guidance, and coaching to students throughout the DEC, from proposing the experience and project through the engagement in the experience and completion of the project. The FCM is responsible for convening both the proposal defense prior to the DEC and the final defense of the DEC and project at the end of the experience. The capstone director has the final authority to issue a grade for OT 8995, the DEC, and the project.

**Doctoral Capstone Committee:** The group of people who will approve the plan for and evaluate the work of the student specifically in the DEC and project. The Capstone Committee is composed of the faculty capstone mentor(FCM) who serves as the chair of the committee; a second core faculty who reads the project proposal and provides feedback, proposal and, for the final defense, the onsite mentor. In instances when the same faculty member is both the FCM and onsite mentor for the experience, a different faculty member will join the committee.

**Onsite mentor(s):** The professional(s) at the site(s) where the DEC will occur who have demonstrated expertise consistent with the student's identified area of in-depth exposure. An onsite mentor can be from any professional background as long as the student can clearly identify why the proposed mentor would be an appropriate choice and submit evidence of the mentor's expertise (e.g., a CV; list of publications, etc.). The onsite mentor collaborates with the student and faculty FCM to direct the DEC onsite activities and serves as a resource as the student completes the capstone project.

**Stakeholder:** Individuals in the DEC sites who participate in the activities of the site and who will be potentially impacted by the capstone project. Stakeholders may include clients/patients, other professionals/staff at the site, etc.

**Capstone Experiential Plan and Agreement:** The document that explicitly identifies the name of the organization, the dates of the experience, the student's learning objectives, and how they will be measured/assessed; identification of the onsite FCM and onsite mentor(s); an onsite supervision plan and a description of the approved project to be carried out onsite. The agreement is signed by the student, FCM, and onsite mentor prior to the student beginning the 14-week experience.

## **Examples of DEC in the Areas of In Depth Focus and Examples of Associated Projects**

The table below is intended to provide a general overview of the types of activities that may be possible; it is not intended to be a definitive list.

Area	Examples of Capstone Experience Activities	Data Driven Project Examples
<b>Clinical Skills</b>	<ul style="list-style-type: none"> <li>● Obtain experience hours towards a specialty certificate in a setting congruent with the specialty practice</li> <li>● Develop a new intervention program in an area of OT practice</li> <li>● Practice in an area not typically available to Level II students due to the complexity of practice</li> </ul>	Measure the effectiveness of an intervention in the specialty practice
		Design an OT care pathway for a specific population
		Design and evaluate client/patient education materials
<b>Research Skills</b>	Participate in the day-to-day activities of a research environment with the ability to engage in at least two aspects of the research process (designing, recruiting, data collection, analysis, interpretation, and dissemination of findings)	Conduct a small scholarly study.
<b>Administration</b>	Participate in the day-to-day activities of an administrator with the ability to engage in at least four processes associated with administration (e.g. budgeting, strategic planning, assigning work, supervising others, analyzing a process flow)	Select a product from one of the processes and obtain data from all stakeholders regarding effectiveness of their process and analyze results to formulate recommendations for improvement
<b>Leadership</b>	Engage in the day-to-day activities of a leader or group of leaders in a health or wellness based organization and analyze the leadership practices employed to implement changes in the organization	Obtain data from all stakeholders regarding effectiveness of their leadership practices for a specific project/change and analyze results to present to leadership
<b>Program Development</b>	Design a new program (a new service in an existing setting or a	Propose, implement, and evaluate the impact of a new

<b>and Evaluation</b>	current service in a new setting) including the creation of all applicable policies and procedures	program and present findings
<b>Policy Development</b>	Analyze organizational, local, state or national policies for gaps or other concerns that impact areas of concerns for occupational therapy practitioners and the individuals, groups or populations they serve, for the purpose of removing, improving and or creating new policies.	Work with an organization to analyze policies and draft new policy; document the process in a case study approach and present it to stakeholders.
<b>Advocacy</b>	Lead or co-lead an advocacy initiative in partnership with an advocacy or legislative organization	Write an in-depth advocacy plan based on data and in collaboration with an advocacy organization for an at-risk population
<b>Education</b>	Engage in the activities of an academic environment that can provide content development and teaching opportunities	Analyze the alignment of course learning objectives to module objectives to assessment and present findings to a course instructor
		Create an educational intervention and test its use

## **Planning Process-Overview (ACOTE D.1.2, D.1.3, D.1.4)**

The doctoral capstone is designed and administered by faculty in close collaboration with students during the planning and implementation process for the end goal of the student's demonstration of synthesis and application of advanced knowledge. Planning for the DEC and project begins in the fall of the second year of the program and is continued through the following courses:

### **OT 7451 Capstone 1**

This course is the first in a series of 4 courses designed to support the student in the culminating experience of the OTD, the DEC and capstone project. The primary goal of this course is to explore the areas of in depth experience and learn about the personal characteristics required to succeed in those areas. By the end of this course, students will have narrowed the scope of potential capstone experiences to three areas of focus.

## **OT 7552 Capstone 2**

This course, the second in the series, prepares students to select an area of in-depth experience for their doctoral capstone experience and project. Students will write a personal mission statement and explore possible sites that align with their personal mission. In addition, students will analyze capstone project presentations from previous cohorts to help them discern topics, populations or sites that align with their own interests. By the end of the course, students will have identified a site and a potential onsite mentor to begin planning their capstone experience and project in Capstone 3.

## **OT 7653 Capstone 3**

This third course leads students through the beginning stages of planning their doctoral capstone experience and project. By the end of the semester, students will have completed a needs assessment with stakeholders at their capstone site, have confirmation of an appropriate onsite mentor, and will have drafted sections of the final proposal for their small data-driven project that includes a question, review of literature, and proposed methodology.

## **OT 7754 Capstone 4**

This course is the last of 4 preparation courses. Students will finalize their DEC Plan and Project in a formal proposal which includes identification and rationale for the selected area of in depth exposure; individual learning objectives and a proposal for the capstone project with a literature review, project aims, anticipated outcomes, and methodology. Students will present the proposal for their DEC and Project Plan to their onsite mentor, and submit it for IRB approval if applicable. Completion of this course will prepare students for the written and oral preliminary examination of their project proposal. The *Capstone Experiential Plan and Agreement* will be finalized and signed by all parties by the end of this course as well.

## **Preliminary Written and Oral Examinations of the Capstone Proposal**

All students must pass preliminary written and oral examinations of their project proposal. The FCM will determine the order of the examination in consultation with the second faculty member on the committee. They will be scheduled during the course when the FCM determines it is appropriate for the student to complete them. Both examinations must be successfully completed in order for a student to begin OT 8995, the Capstone Experience and Project.

Capstone 3 and 4 are taken at different points in the curriculum to allow for completion of Level II FW. See below for an overview.

<b>Course</b>	<b>Semester Offered</b>	<b>Plan</b>	<b>Outcome</b>
OT 7451	Fall yr. 2	All	Narrow areas of advanced practice to three of interest; get matched to a FCA,

OT 7552	Spring yr. 2	All	Select area of in-depth exposure for DEC and project; identify a potential site and mentor. Begin literature review.
OT 7653	Summer yr. 2	Summer	Finalize selection of a site, onsite mentor, complete the needs assessment and draft the proposal for the small data driven project.
OT 7754	Spring yr. 3	All	Finalize proposal for DEC plan and project. Must pass both written and oral preliminary examinations of the proposal after the end of the semester and prior to beginning OT 8995.
OT 8995	Summer Year 3		Begin DEC and project.

## Experiential Learning Policies

### **Accommodations**

The Program in Occupational Therapy is committed to equal access for all and creating learning environments that are equitable, inclusive, and usable for all students regardless of disability. If students have accommodations through the Disability Resource Center for their didactic courses they do not automatically carry over into experiential learning. Students who have accommodations through DRC need to discuss how their specific needs may need to be accommodated in an experiential learning experience. If students do not have didactic accommodations but feel they may need accommodations for experiential learning experiences they need to set up a meeting with the Disability Resource Center. Please see page 39 for additional information on accommodations.

### **Dress Code**

Students participating in all experiential learning activities are expected to have meticulous personal hygiene and be dressed professionally. Proper attire includes khaki-type pants or dress pants that are clean, and free of holes, tears, and wrinkles; shirts must be polo style with a collar, plain, solid color, and logo free. Some sites may require variations of this e.g. scrubs. Your educators will advise you of any differences that you should follow. Footwear must be closed-toed. Students should refrain from wearing any jewelry that may invade client space during experiential learning activities. Hair shoulder length and longer should be pulled back. Nails should be natural and kept short and clean. No artificial nails or extenders are permitted due to the likelihood of harboring pathogens. Fragrances, perfumes, and colognes should be avoided. All students and faculty should wear their University IDs at all times. With respect to patient and student safety, modifications that allow for cultural or ethnic traditional dress are permitted. Students should be able to move, bend, twist, and go into a squat

position without having any of their skin or undergarments showing.

Examples of clothing that is **not** acceptable include but are not limited to: jeans, denim jackets; clothing that is worn, faded, or has holes; sweatpants, shorts, skirts, dresses, or leggings; t-shirts, sweatshirts, tank tops, or any other shirts that have bare shoulders. No open-toe shoes, heels, or flip-flops.

Any student found in violation of this policy by course director, site supervisor, or preceptor will be addressed by faculty and may be in jeopardy of being sent home from the experience for inappropriate dress resulting in making up the experience.

## **Use of Artificial Intelligence**

While artificial intelligence (AI) tools can enhance efficiency and assist in various tasks, the temptation to rely solely on AI-generated content raises concerns about the authenticity of one's work. Students must navigate the fine line between leveraging AI as a supplementary tool and upholding the core principles of originality, critical thinking, and ethical research. Students are expected to adhere strictly to the University of Minnesota's Student Conduct Code, particularly Section IV, Subd.1, which addresses Scholastic Dishonesty.

### **AI in Fieldwork**

The use of AI in fieldwork is prohibited without the EXPLICIT approval of your fieldwork faculty. If you receive approval to use AI on your Fieldwork you must follow the citation requirements below.

### **Citation Requirements for AI**

It is crucial for students to balance the benefits of AI as a supplementary tool with the foundational principles of originality, critical thinking, and ethical research. Any use of AI-generated content in assignments must be appropriately cited to avoid plagiarism, ensuring that the sources of AI-generated materials are acknowledged as per academic standards. Check out the UMN Library guide on ChatGPT and other AI tools, particularly on Citing ChatGPT and other LLMs.

### **Prohibited Uses of AI**

AI is strictly prohibited for use on exams, quizzes, and assignments requiring personal reflections. All assignment content composed by any resource other than you, the student, regardless of whether that resource is human or digital, must be attributed to the source through proper citation. Unattributed use of online learning support platforms and unauthorized sharing of instructional property are forms of scholastic dishonesty and will be treated as such.

## **Level I Fieldwork**

During Level I fieldwork experiences students are expected to wear khaki-type pants or dress pants and their University issued polo shirt or another polo style shirt with a collar, that is a plain, solid color, and logo free. Students should then follow the remainder of the policy



above. If having a Level I fieldwork experience that has required attire that differs from above, this will be shared with you ahead of your experience. For example, if you are having a fieldwork experience in a hospital, you may be required to purchase scrubs that match the site's dress and decorum policies.

## **Level II Fieldwork**

Students' appearance and hygiene should be professional at all times. Some placements require therapists to wear specific clothing, students should follow the dress code of their site. If a student is required to purchase something specific for their site, the cost is their responsibility (e.g. scrubs). In the absence of a written dress code, students should follow the Program in Occupational Therapy Experiential Learning Dress Code above.

## **Pet Policy**

Students are not allowed to bring pets to their fieldwork sites. Fieldwork sites are an extension of the University classroom and the University Pet Policy applies to them as well. Students with Service Animals must go through DRC and the Director of Experiential Learning to obtain site approval for a Service Animal **PRIOR** to being placed for ANY experiential learning opportunity.

<https://policy.umn.edu/operations/animals>

## **Attendance**

**An absence is defined as any time the student is not onsite at their experience. This includes illness, holidays, school breaks or teacher work days. Students are expected to complete 32 hours onsite for Level I experiences and 24 weeks full-time for Level II experiences. The University of Minnesota Occupational Therapy Program is defining full-time as no less than 36 hours per week for Level II experiences.**

### **Level I Fieldwork**

Students are expected to be on time and prepared for all Level I fieldwork dates. Students must contact their supervising faculty member prior to the start of their fieldwork experience if unable to attend. **All absences will need to be made up** in a manner determined by the faculty member supervising the Level I fieldwork experience.

### **Level II Fieldwork**

Students are required to complete a minimum of 24 weeks' full-time Level II fieldwork (ACOTE C.1.10). The University of Minnesota Occupational Therapy Program is defining full-time as no less than 36 hours per week for Level II experiences. While on full-time fieldwork, students should expect to participate in the setting each week and be subject to the same hours and days as their fieldwork educators. If your educator works less than 36 hours per week your rotation will be extended to ensure that you are meeting the

accreditation requirement of a minimum of 24 weeks of full-time Level II.

Students typically participate for long days with additional assigned tasks and assignments beyond the scheduled workday. Students should expect that the fieldwork day will not end when they leave the site. They will have some expectation to participate in learning activities that support their experience outside of the fieldwork setting.

Students **MUST NOTIFY** the Director of Experiential Learning and their experiential learning site educator immediately **every day when absent**. Students are only excused from experiential learning for legitimate absences, per University of Minnesota policy (See University Policies, pg. 39). **All absences, excused and unexcused, should be expected to be made up**, terms of making up time will be determined by the Director of Experiential Learning and the site Fieldwork Educator, then instructions will be provided to the student. Some settings have alternate absence policies. The site's policy will be honored unless it is *less restrictive* than the OT program policy. *Any breaks or holidays in excess of one day during your experience should be expected to be made up as well, eg. Spring Break at a school setting, teacher work days, or staff development days that students are not involved in.*

Students may be asked to participate in learning activities sponsored by the OT program and the University of Minnesota. These may require absence from their experiential learning setting. However, as these experiences are considered part of their experiential learning rotation and required for their experience, they are not considered absences. These activities must be approved by the Director of Experiential Learning and the Director of Experiential Learning must be included in **ALL requests** for changes in schedule and absences from your experiences.

Remember, absences are reserved for illness and not for personal activities such as attending job interviews, routine doctors' appointments or personal events, or time off/vacation days. Holidays are observed per policies of the experiential learning site, not the University schedule, and considered part of the normal work week of a fieldwork setting. Holidays and absences in excess of one day during your fieldwork experience should be expected to be made up. If a student needs an exception for religious holidays they need to be arranged in advance of starting their experiential learning rotation with the Director of Experiential Learning and the experiential learning site educator.

### Locating Housing throughout the State

As discussed previously, Fieldwork placements are assigned ANYWHERE in the State of Minnesota. Students should expect to travel for possibly Level I experiences to one of the community sites between the Rochester and Twin Cities campuses, and at least one of their

Level II fieldwork placements. Begin planning now for the need to travel and the associated travel and housing expenses. These expenses and arrangements are the student's responsibility. Temporary residences (i.e. apartments, hotels, etc.) may be needed. Some options for securing housing include:

- Check the Quick Links Section in *EXXAT* for some additional housing resources including [ShareYourNest](#)
- Craigslist and apartment locator services have been used successfully by other students
- Local newspapers and community centers may also have options available
- Other educational institutions may offer short-term housing options. Contact the housing office of these institutions to discover options
- If students are members of a spiritual group, contact the same group in the area of placement
- Contact classmates or those in another cohort- they may have contacts in the area Review the SEFWE forms posted on the webpage for the assigned site. At times the students completing those forms have expressed willingness to serve as a contact. They may have leads or information on possible housing options.
- Some fieldwork sites maintain a list of housing options. If this is something students are interested in, contact the Director of Experiential Learning; they can connect them with the site to see if this information is available.

*One reminder-* Students may stay with other staff or affiliates of the organization they are going to however, they *cannot* stay with their experiential learning site educator or their families as that is considered a conflict of interest.

## **Changing or Canceling Level II Experiential Learning Placements**

### **Student Request**

Experiential learning placements that are committed to providing a quality learning experience are valuable and limited. Therefore, we seldom grant student requests to change placements. Requests for change of placement *must* meet one of the following:

- Medical necessity
- Emergency or unforeseen event.
- Educationally relevant \*\*\*

\*\*\*Requests for change of placement due to commute time, location of primary residence, personal preference (e.g. "I don't want to commute more than 30 minutes", "I don't plan to

practice in that area”, or “I don’t think that setting will prepare me for practice”), or the need to secure temporary housing are *not* criteria for requesting a change of placement. Recall that all sites are assigned using a methodical process and you will benefit from your fieldwork experiences regardless of the alignment between the fieldwork setting and your intended area of practice. A request to change as it does not align with where you see yourself practicing is not educationally relevant. Again, review the accreditation expectations outlined on page 12.

Students should follow the procedure below should they feel a request for a change of level II placement is necessary based upon the above criteria:

1. Complete the [Google Request Form](#) and clearly articulate how their request fits the above criteria to the Director of Experiential Learning. Include any supporting documentation they believe supports their request.
2. A meeting will be scheduled with the Director of Experiential Learning and another faculty member to discuss their written request. Meetings can be in person or via Zoom, Google Hangout, etc.
3. The Director of Experiential Learning will examine their request and take the request to the remainder of the faculty.

Change of placement requests, if granted; frequently require fieldwork to occur at different times other than the originally scheduled level II fieldwork. A later fieldwork placement is likely to delay capstone and anticipated graduation date.

### Cancelation by the site

A fieldwork placement may be canceled due to a variety of reasons including staff changes, personal leaves, facility reorganization, changes in corporate structure, etc. These cancelations have been found to impact 20-30% of the placements per year and often occur in the last few months prior to the start of the scheduled level II fieldwork experience. When this happens, the Director of Experiential Learning will immediately begin the process of securing a new fieldwork placement for the student. **If there are existing rotations that are open, they will be used before additional sites are sought.** Students may provide a *maximum of two* additional sites for the Director of Experiential Learning to reach out to in addition to the existing rotations.

The new placement may or may not align with the canceled placement in terms of the practice area. The primary objective is to find a site that aligns with the curriculum design within the originally scheduled time of the canceled fieldwork. Realize that available placements may be limited and that you may be placed in a setting that requires you to travel a further distance. It is possible that you may have to complete your fieldwork at a later time

once a placement becomes available. This may result in a later capstone start or graduation date.

### New Placement Needs Due to Grading Outcomes

As a reminder, and as discussed previously, demand for fieldwork sites is at an all-time high. If at any point, a new fieldwork placement is required due to terms identified in the grading outcomes table (Appendix D) or the academic progress policy, there is no guarantee of location, practice area, or other site-specific information. Every effort will be made to secure a new placement in a timely manner. However, delays in starting a new rotation should be expected. A change of placement frequently requires fieldwork to occur at different times than the originally scheduled level II fieldwork. A later fieldwork placement will delay an expected Capstone start and subsequent graduation date.

### Delayed Start

Given a disability or documented legitimate absence per University Policy, a student may choose to delay starting their level II fieldwork. The student would need to discuss this with the Director of Experiential Learning and their Student Services Advisor *prior to the end of the spring semester the second year*. A student may choose not to register for the fieldwork courses. The student must determine access to and ramifications for financial aid, degree completion, and other University resources. Documentation of the reason for the absence/delay must be provided to the Director of Experiential Learning and the Student Services Advisor in a timely manner. A plan will be implemented to support the student, however, *it is the student's responsibility to fully understand the impact of the decision* prior to the delayed enrollment.

### Professional, Ethical, Conduct

A key component to success in fieldwork is the ability to present and engage in a professional manner. Students' ability to engage with others in a positive manner is foundational to the successful completion of their fieldwork and thus the program. Throughout the program, professionalism and professional behaviors have been integrated into your learning. Additionally, be sure to review The Program in Occupational Therapy's Minimum Technical Standards ([Student Handbook](#)), The Professional Development Tool (Appendix I), and the Occupational Therapy Code of Ethics prior to beginning fieldwork. These documents outline fundamental expectations for occupational therapists and you as an occupational therapy student. Contact the Director of Experiential Learning to discuss your ability to meet these expectations.

Any report of unprofessional or unethical behavior while participating in experiential learning is taken seriously and will be reviewed closely. It may affect the grade students earn for the experiential learning course. An investigation by the Director of Experiential Learning may, in

part, use the Professional Development Tool (Appendix I) and further discussion with relevant parties.

The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. Similarly, the University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community. Please refer to University Policy on page 39 for more information.

These policies refer to classroom conduct which, in the case of experiential learning activities, refers to experiential learning settings and all individuals that participate in the setting (e.g. patients, the experiential learning site educator, other professionals, and families). Additionally, be sure to review the *Professional, Ethical, Conduct section of the [Student Handbook](#)*.

### Should Concerns Arise in Experiential Learning

Concerns about experiential learning performance by experiential learning site educators frequently relate to specific performance or professional conduct. If *students* have concerns about their fieldwork experience, contact the Director of Experiential Learning as soon as possible to discuss them.

Likewise, experiential learning site educators are encouraged to contact the Director of Experiential Learning. The experiential learning site educator's primary responsibility is to ensure safe, ethical care. If an experiential learning site educator has concerns about the quality of a student's performance, they are instructed to immediately contact the Director of Experiential Learning. The Director of Experiential Learning will partner with the student and the educator to further assess the situation. Following a thorough investigation of the concern, the Director of Experiential learning will decide the possible next steps. The decision will be based upon multiple factors including but not limited to: the above information, the student's academic standing, and relevant University policies and procedures.

Recall that in any experiential learning setting we are working with individuals with a variety of backgrounds, belief systems, levels of illness, and ability to self-regulate. Students may encounter behavior or comments from patients, clients, or individuals they are working with that are not what they would typically expect. We are professionals and must respond accordingly. In our role, and as appropriate, we have the ability to set limits and expectations for our interactions. If a behavior by a client, patient, or individual a student is treating is

concerning, they should immediately seek assistance and guidance from their experiential learning site educator and/or the Director of Experiential Learning. If the behavior is by another professional or your experiential learning site educator, contact the Director of Experiential Learning as soon as possible.

Students who have concerns about their experiential learning placement and are considering a withdrawal are required to contact the Director of Experiential Learning first. Students should present a performance plan to the Director of Experiential Learning for approval that delineates how barriers leading to the withdrawal will be managed. Students who withdraw from an experiential learning placement without first gaining approval from the Director of Experiential Learning are subject to grading outlined in the Possible Grading Outcomes Table (Appendix D). Again, if the academic progress policy allows for a repeat experiential learning placement, it will occur in a different site and a different time frame than originally assigned.

### Level II Experiential Learning Extension

At times, the Director of Experiential Learning or the site educator may recommend extending a Level II Experiential Learning experience. This may occur in the case where, upon discussion with the experiential learning site educator and the student, there is agreement that more time is likely to support successfully meeting the experience competencies. This decision will be based upon the factors that are impacting success in the experience and will consider all areas of concern as outlined above and outlined in the grading outcomes table. A remediation plan will be implemented as a part of this extension.

## Contact and Experiential Learning Site Visits from Faculty

Experiential learning faculty maintain ongoing monitoring of your overall learning within the experiential learning courses. As part of the ongoing relationship with experiential learning sites, visits to sites offer faculty a more in-depth view of the facilities, other staff, experiential learning site educators, and student experiences. These visits may or may not occur during a student experience. Most visits are related to maintenance of the site rather than an assessment of students. During these visits, experiential learning faculty are available to answer questions and interact with students and site educators. Students shouldn't hesitate to raise questions and/or request a site visit sooner rather than later if they feel it would be beneficial. Visits to sites may also be requested by the experiential learning site educators as needed and may or may not be related to student performance.

## Injuries sustained while participating in experiential learning

If students sustain an injury during experiential learning, obtain the necessary treatment, complete the facility injury report following the established process, and then contact the Director of Experiential Learning and their student services advisor as soon as possible. Additionally, follow all UMN injury reporting and documentation procedures outlined in the [OTD Safety Manual](#) (page 27). Address all questions regarding health insurance coverage with the student health insurance plan to Boynton Health Services or their student services advisor.

## **ACOTE Standards and Policies Related to the Capstone Experience and Project**

### **Capstone Mentorship (ACOTE D.1.1; D.1.2; D.1.3)**

#### **Assignment of a Faculty Capstone Mentor (FCM)**

Once a student has identified a primary area of interest for an in-depth exposure, (clinical skills, research skills, administration, leadership, program development and evaluation, policy development, advocacy, or education. Each student will be matched to core faculty based on expertise in the student's area of interest and following the program's workload policy.

#### **Selection of the Onsite Mentor(s)**

Once a site(s) has been identified and approved, students will identify an onsite mentor(s) who have demonstrated expertise in some aspect of the area of interest (e.g., the population, the setting, the project topic, etc.) and who meet other criteria as described in the Capstone 3 course. All students will complete a *Capstone Onsite Mentor Verification Form* to provide a rationale for their choice. The capstone director and FCM will review the information provided by the potential mentor (e.g., a CV, list of publications, leadership roles held, etc.) and document the final approval of the onsite mentor.



## **Capstone Sites**

Prior fieldwork or work experience may not be substituted for the doctoral capstone experience. Absolutely no activities occurring before the first day of the 14-week experience as documented on the *Capstone Experiential Plan and Agreement*) will be counted toward time in the doctoral experience.

## **Selection of a Site for the DEC and Project**

All capstone sites must offer services and conduct activities that align with the program's curriculum design and offer learning activities to develop skills in the selected areas of in-depth exposure. Students are encouraged to explore organizations with whom they have volunteered or participated in Community Engaged Learning in the Professional Development courses. Students may also identify sites with whom partnerships between the University and the OT Program have already been established and/or with those who have expressed interest in partnering with the OTD program for the DEC.

The FCM in collaboration with the capstone director will approve sites while students are enrolled in OT 7552, Capstone 2, or early in OT 7653, Capstone 3. Each student will describe in writing how the proposed site can support the selected area(s) of in-depth exposure, as well as provide an explanation of how the site impacts occupations across the lifespan for individuals, communities, and/or populations. The capstone director will ensure that a current affiliation agreement is in place prior to the start of the doctoral experience onsite for those that require such.

## **Use of More Than One Capstone Site**

Occasionally students may identify more than one organization that meet the criteria described above and that would support their development, or choose a desired organization that does not have enough day-to-day activity to support a full-time experience. In these cases, students may have 2 different organizations that together would provide an experience that could help the student meet their capstone objectives. Requests to include more than 2 sites require approval of the FCM and capstone director. This request must be made in writing to the FCM and the capstone director during OT 7653, Capstone 3. Once approved, the student must identify an appropriate onsite mentor from each organization and determine which organization for whom they will complete the needs assessment. Both organizations will require signed **Capstone Experiential Plan and Agreements**

## **Use of a Current Place of Employment for a DEC and Project**

**Completion of the DEC and project at a current workplace is strongly discouraged and requires the approval of the Capstone Director.** This is because a significant part of the professional development that occurs during the DEC comes from embedding oneself in a new context, with new teams, and with people who do not know the student. Students who request to complete a doctoral experience in their current work setting must provide evidence to the capstone director that the site meets all the requirements outlined in the selection of a

capstone site policy. In addition to the other required elements of the doctoral experience and project proposal, students must identify an onsite mentor who has not/will not continue to supervise the student in their paid activities and must also identify doctoral experiential learning activities that *explicitly exceed* any current work duties/roles. Finally, students will also be required to submit a written schedule delineating their time as an employee versus their time as a capstone student in order to assure that regular work activities do not count toward the capstone experience. The capstone director and FCM will monitor the experience to ensure that all requirements in the proposal as approved by the DEC committee are met.

**Students who are already credentialed as occupational therapists and who propose a doctoral experience to be completed in their current work setting must provide evidence in their proposal that the site meets all the requirements outlined in the selection of a capstone site policy.** In addition to the other required elements of the doctoral experience and project proposal, students must include a description of any current work activities to count toward the required time in the DEC, and must identify additional onsite experiential learning activities that will support the goals and objectives of the experience and project in their proposal. The capstone director and FCM will work with the student to create and approve a plan for the DEC that ensures time is spent in activities directly supporting the student's goals and objectives for the DEC and project.

### **Plan for the Doctoral Experiential Component**

Each student must write a plan for the experience to be completed in the OT 7754 Capstone 4. Prior fieldwork and work experience may not be substituted for the doctoral experiential component. The plan will include a description of the selected area(s) of in-depth exposure specific to the site along with a description of how engaging at the site will facilitate student growth in the OT Program curricular themes of occupations across the lifespan for individuals, communities and/or populations; learning through experience, building and using evidence to support practice, and innovative leadership.

The plan must also include the identified onsite mentor(s); a list of learning objectives and how they will be measured for the experience written by the student in collaboration with the FCM, and a list of potential activities on site in which the student will engage and that support the student's learning objectives, with a rationale for each; a detailed plan for regular supervision (including both direct and indirect if applicable) from the onsite mentor(s) for the duration of the experience; and an identified onsite alternate mentor(s) who could assume the role in the event of a change in staffing in the organization; and an identified staff member(s) on site who can also provide access and logistical support to the student during the experience.

### **Proposal for the Doctoral Capstone Project**

The capstone project is evidence of the student's ability to meet the curricular thread of 'build and use evidence'. Preparation of the project builds off of previous course work in the research course series:

Sem. 2: Critical Inquiry→Sem. 3: Quantitative Research→Sem. 4:Qualitative Research→Capstone Project

Each proposed project within the experience must build and /or use evidence to advance the goals of the site while developing advanced skills in the student. Project proposals will be data driven and based on the activities of 1) a completed needs assessment of the capstone organization, 2) a scholarly question to drive a review of literature, 3) goals and objectives for the project and 4) a proposed methodology for implementing and evaluating the outcomes of the project.

## **Timelines for Completing the Doctoral Experiential Component and Project (ACOTE D.1.5)**

Full-time doctoral experiences require a minimum of 14 weeks of full time work (based on a 40 hour work week). Holidays or other “days off” dictated by the site, ( e.g., a school that is closed for a snow day, etc.) are permissible as long as there is no more than 1 day missed in any given week. If a site is closed (for any reason) for more than one day in a given week the student will be required to add a day on to the experience.

Students may request that completion of the experience and project be completed on a part time basis, ranging from 40% time (16 hours per week for 35 weeks) to 70% time (28 hours per week for 20 weeks). Students wishing to pursue this option must submit a [Request for Part Time DEC form](#) to the capstone director and FCM as early as possible in the capstone course series. A part-time experience will be approved based on the feasibility of the revised proposal (if already written) and the agreement of the site and onsite mentor(s) to allow an extended experience. All the details of the timing of a part-time experience must be described in the *Capstone Experience Plan and Agreement*.and signed by the student, FCM, and onsite mentor prior to the beginning of the part-time experience. Students who begin an experience full-time and wish to switch to part-time must meet all the criteria described above and write a new *Capstone Experience Plan and Agreement* prior to making the switch. All DEC and projects must be successfully completed and defended within 24 months of the completion of semester 8 of the program.

## **Definition of Capstone Experiential Activities**

Any experiential activity that supports the mission and work of the capstone site(s) and supports the achievement of the student’s objectives is considered an acceptable experience activity. It is expected that students embed themselves in the day-to-day work of aspects of the organization that are linked to their objectives and projects, e.g., assisting in the delivery of programs and services to those served by the site; engaging in clinical activities if appropriate; participating in work groups and committees of the site; attending onsite training, etc.

Examples of activities that occur away from a site that would still be considered acceptable experiential activities are continuing education courses or training directly linked to the

capstone population or project; attending special interest groups or professional meetings; interviewing other professionals in related organizations or departments; engaging in advocacy activities on behalf of the site (e.g., attending a hill day at a state capitol for the population served).

If a student has any concerns about whether an activity would be considered acceptable they should immediately reach out to their FCM for further discussion and a decision. Web-based synchronous activities over platforms such as Zoom are also acceptable if the organization uses them to conduct their work and or use of supports a student's ability to participate in meetings, interviews, etc. **Note: Experiences that are proposed to be entirely remote will NOT be approved. All experiences must have some regular in-person activities.**

### **Doctoral Experience Time Sheet**

All students will keep a weekly timesheet with daily entries detailing time spent and connected to specific objectives as listed on the *Capstone Experience Plan and Agreement*. Students are not permitted to log more than 9 hours per day on their time sheets without prior approval from the Capstone Director. All time sheets must be approved by the students onsite mentor. **Failure to turn in timesheets within 5 days of the end of any given week will result in the student being asked to stop all Capstone activities and forfeit any hours onsite that happen after day 5 of a missing time card.**

**A note about missing days due to legitimate absences:** If you have a legitimate absence you do not need to go to your capstone site on those days, however missing more than one day in a given week will require the time to be made up at the end of the experience.

**A note about missing days due to requesting time away:** You can miss days onsite if your onsite mentor and the capstone director approve the absence ahead of time and those missed hours are made up at the end of the experience.

**A note about missing days due to the site being closed for an extended period of time:** Occasionally sites have days off due to breaks between sessions, etc. In this case, work with your mentor and FCA to determine how you will use your time. You do NOT automatically get credit for that time just because your site is closed.

### **Evaluation of Capstone Projects and Experiences (ACOTE D.1.7)**

#### **Doctoral Capstone Preliminary Examinations**

Students will submit their written proposals as the product to be evaluated for the written examination and will also present their proposal orally to their FCM and the second faculty member on their committee. This will occur after the conclusion of the Capstone 4 course. Students will answer questions about their proposed objectives and measures, the proposed experiences onsite, and the project. Students may be asked to revise elements of their

proposals based on the written and/or oral examination outcomes. Evidence of successful completion of the preliminary examinations must be uploaded to the University's GPAS system prior to beginning the 14-week OT 8995 course.

## **Evaluation of Capstone Experience**

All students will be evaluated by their primary onsite mentor at the midterm of the experience and again at the end of the 14-week experience. Areas evaluated will be professional skills, communication skills, team skills, and leadership skills along with assessment of the impact of the student's work with the organization and sustainability of the deliverables created for the organization. The FCM and capstone director will consider the *Evaluation of Capstone Experience* data as part of the final grade for OT 8995.

## **Student Evaluation of Capstone Site**

All students will complete an evaluation of their capstone site(s) to provide the program and future capstone students with information about the organization and its utility as a capstone site.

## **Final Capstone Defense**

The final evaluation of the capstone project will be an oral examination and takes place in private at a time determined by the committee chair after the student has completed their presentation to their site. The committee will ask questions to evaluate the project and the student's ability to synthesize what they have learned in all the capstone activities as they relate to the student's objectives and advancing the profession.

## **Capstone Dissemination (ACOTE D.1.6)**

### **Presentation of Deliverables to Stakeholders**

All students are required to create and deliver a live professional presentation of the primary deliverable created for the organization, to be delivered in a manner determined by the onsite mentor. Data analyzed from projects related to the deliverable must be included in the presentation.

Example: A student creates 3 online caregiver education modules and evaluates one of the modules. The presentation would not be a research presentation but instead focus on all the modules and highlight the data collected, and any outcomes achieved. This presentation will occur in late week 13 or 14 of the experience. The onsite mentor will determine who should be invited to the presentation and will provide the student feedback related to their professionalism and public speaking skills. The FCM and second committee members are not required to attend this presentation.

### **Public Presentation of Capstone Project**

All students will create a short PowerPoint presentation to describe their project and outcomes. Students will present this work in a live web-based presentation that is open to the

public and includes the opportunity for those watching the live presentation to ask questions of the student. After the completion of the live dissemination event, students will record a professional quality presentation that will be made available to the public via the program's website.

## Ownership and Authorship Guidelines

Deliverables developed by the student for the capstone site(s) (e.g. handouts, an educational module, program protocols, etc.) are property of both the site and the student unless negotiated differently and the terms of ownership included in the *Capstone Experience Plan and Agreement* prior to the beginning of the 14-week experience. Authorship of scholarly articles for publication will also be indicated on the *Capstone Experience Plan and Agreement*. See the [Board of Regents Policy on Copyright](#).

## Funding of Capstone Projects

Students must include a budget in their project proposal and should collaborate with their onsite mentor to determine if the site has the capacity to cover expenses associated with the capstone project. If there are costs in excess of what the site can contribute, the student is expected to pay the first \$100 of project costs.

If costs exceed \$100, the student can submit a request for an internal OT program grant from the *Strategic Initiatives Fund*. **Only requests for purchases for items that the program can retain and use again in future capstones or the classroom e.g., test kits and manuals (not scoring sheets); and other kinds of non-expendable equipment will be considered.** Items purchased that are funded by the *Strategic Initiatives Fund* remain the property of the program and not the capstone site or the student.

Application to the *Strategic Initiatives Fund* does not guarantee that all expenses will be fully reimbursed. If approved, Department staff will purchase for you. **DO NOT MAKE THE PURCHASE YOURSELF** or you may not be fully reimbursed. Be sure to keep itemized receipts for expenses.

## Disruptions to Capstone

Cancellation of a capstone site by the site before the start of the experience

- If a site cancels a capstone experience prior to the written and/or oral proposal examinations, every effort will be made by the capstone director and FCM to help the student find an alternative that could also help the student meet their objectives and implement a project. Whenever possible, the goal will be to remain with the same population and similar settings so that the student can substantially use their literature review for the new experience and project. A new needs assessment will be required for a new site, as will all the other requirements (verification of the mentor, a signed

*Capstone Experience Plan and Agreement*, etc.). If this situation occurs, students may need to delay the start of their experience, which will result in delayed graduation.

- If a site cancels the experience after the student has successfully passed their proposal examinations but before the experience is scheduled to begin, every effort will be made by the capstone director and FCM to help the student find an alternative that could also help the student meet their objectives and implement a project. Whenever possible, the goal will be to remain with the same population and similar settings so that the student can substantially use their literature review for the new experience and project. A new needs assessment will be required for a new site, as will all the other requirements (verification of the mentor, a signed *Capstone Experience Plan and Agreement*, etc.) The student will be excused from a second oral defense of their proposal if the FCA is satisfied that the student can make the transition to the new site and project that is largely congruent with their original plan. If this situation occurs, students may need to delay the start of their experience, which will result in delayed graduation.
- If a similar population and site are not available for a replacement, a student may have to select an alternative. The capstone director and FCM will make every effort to help the student find an alternative that could also help the student meet their objectives and implement a project. A new needs assessment will be required for a new site, as well as all the other requirements (verification of the mentor, a signed *Capstone Experience Plan and Agreement*, etc.). If this situation occurs, students may need to delay the start of their experience, which will result in delayed graduation.
- If a site closes after the student has started the 14-week experience, the capstone director and FCA will make every effort to help the student find an alternative that could also help the student meet their objectives and implement a project. Credit for the time completed at the first site will be counted.

## **Dismissal of a student from the capstone site after the experience has started**

- If a student is in good academic standing and is being dismissed from the site due to variables beyond the student's control, the FCM and capstone director will give credit to the student for the hours already engaged and will make every effort to find a replacement site that would be suitable for the student's objectives. Every effort will be made to keep the capstone project running at the original site if possible. If this is not possible, a new needs assessment will be required as will all the other requirements (verification of the mentor, a signed *Capstone Experience Plan and Agreement*, etc.). If this situation occurs, students may need to delay the completion of their experience, which will result in delayed graduation.
- If a student is dismissed due to violating any University Code of Conduct policy; the AOTA Code of Ethics; the organization's safety policies and procedures and/or breaking any state or federal law applicable to the experience, the student will automatically fail the OT 8995 course. See the *Academic Progress Policy* for more details.
- If a student is dismissed prior to week 7 (midterm) due to poor performance or poor

professional behaviors as noted in the program's *Professional Development Tool*, the FCM and capstone director will collaborate with the student to write a remediation plan. Students will need to find another site and conduct a new needs assessment and will need to meet all the other requirements (verification of the mentor, a signed *Capstone Experience Plan and Agreement*, etc.). The student must also repeat the written and oral examinations of their new proposals before beginning the new 14-week experience. The student will receive a grade of I for OT 8995 and the grade will change to S once all the requirements for the course have been successfully met.

- Dismissal from a site due to poor performance or poor professional behaviors after midterm will follow the same process described above, with the possible exception of starting the 14 weeks over. An assessment by the FCM and capstone director will determine if credit for any of the prior time spent in the original site can be counted in a new experience in a comparable site.
- If a student is dismissed due to poor performance or poor professional behaviors at a second site, the student receives a grade of N for OT 8995.



<u><b>Additional Experiential Learning Course Policies</b></u>	
<u>Zoom Use, HIPAA, FERPA</u>	<p>Experiential learning involves participating in the OT process with clients in clinics, community, and virtual settings. This requires students and faculty to follow both HIPAA and FERPA policies depending on the population we are working with.</p> <p>As a review, while on Zoom you need to respect the privacy of your clients. What does this mean? You need to have a private space to participate in your Level I fieldwork experience. You cannot participate at your local coffee shop or in your living room with your roommates watching. If you cannot be in a private space with a closed door you need to at a minimum be seated with your back to a wall so your screen cannot be viewed by others and you need to be wearing a headset so that the conversations remain as protected as possible.</p>
<u>Social Media</u>	<p>We will follow a strict social media policy. It is expected that all students and faculty will not post any information about their fieldwork or capstone experiences on social media to protect the identities of the people that we serve. If you notice that someone has posted something on social media regarding their fieldwork or capstone experience this should be reported to the Course Director or the Director of Experiential Learning immediately. Students and the University may share posts made by their sites on social media.</p>
<u>Late Assignments</u>	<p>Assignments are due at the time posted in the work plans. As a course policy, late assignments will not be accepted after midnight on Monday of Week 15 for Level I experiences or one week past the conclusion of Level II experiences. <b>Final decisions regarding late assignments are up to the discretion of the instructor of the course.</b> For legitimate absences, notify the instructor prior to the absence and submit assignments on the due date electronically or a date negotiated with the instructor. Legitimate absences include verified illness, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, and religious observances.</p>
<u>Personal Technology</u>	<p>The use of personal electronic devices is strictly regulated by the fieldwork location. The program follows the expectations of the individual sites during fieldwork experiences. Expect that personal electronic devices (computers, tablets, cell phones) should be turned off and stowed unless specifically requested by your fieldwork educator or the setting. Be aware of and adhere to the requirements established by the fieldwork setting, even if you observe a lack of compliance in those that are employed at the setting. <b>Do not use your cell phone for personal calls or for taking photos during your experiential learning sessions without explicit approval from your onsite faculty.</b></p>
<u>Inclement Weather</u>	<p>We follow the University Emergency Closing Policy. For additional information, refer to the Program in Occupational Therapy Safety Manual. With Level II placements being across the state, there may be instances where the University is closed but your site is not or vice versa; you should work with your fieldwork</p>

	<p>educator and the Director of Experiential Learning for the best response to these instances for your safety.</p>
<p><u>APA</u></p>	<p>Clarity and the appropriate use of grammar and spelling are professional expectations. Please make certain that all personal communication and submitted assignments reflect a high standard. All written and online submissions of assignments must conform to the stylistic requirements outlined by the American Psychological Association (APA). Refer to <a href="http://www.apastyle.org/index.aspx">http://www.apastyle.org/index.aspx</a> for electronic reference formats.</p>
<p><u>Psychological Safety</u></p>	<p>The OT Program strives to be an inclusive and safe environment for students to learn. We do not support discrimination, harassment, or other acts that lead to feeling unsafe. Should you feel unsafe in experiential learning activities please report the situation to the Director of Experiential Learning, Capstone Director, or the Program Director. Acts of discrimination and related retaliation are required by supervisors to be reported to the campus Equal Opportunity office.</p>
<p><u>COVID-19 Precautions</u></p>	<p>You must follow the vaccine requirements of your experiential learning site. If you are not fully vaccinated, and your site requires vaccination we expect that you will notify the course director of your section that you cannot meet the requirements to be onsite. Masking requirements also vary by site and you must follow your site's guidelines for wearing a mask if you are vaccinated or not.</p> <p>Please remember we are dealing with vulnerable populations. Please respect everyone's choices as we move into this new phase of our response to COVID-19 in our community. We acknowledge that the pandemic guidelines update regularly in response to the virus' prevalence in our community. You will be notified of any changes to the above guidelines.</p>
<p><b>Disability Accommodations</b></p>	<ul style="list-style-type: none"> <li>● If you are registered with the DRC and have a disability accommodation letter dated for this semester or this year, please contact your instructor early in the semester to review how the accommodations will be applied in the course.</li> <li>● If you are registered with the DRC and have questions or concerns about your accommodations please contact your (access consultant/disability specialist).</li> </ul> <p><b>Additional information:</b></p> <ul style="list-style-type: none"> <li>● Rochester - <a href="http://r.umn.edu/student-life/student-services/disability-resources">http://r.umn.edu/student-life/student-services/disability-resources</a> email: <a href="mailto:disability@r.umn.edu">disability@r.umn.edu</a></li> <li>● Twin Cities - <a href="https://diversity.umn.edu/disability/">https://diversity.umn.edu/disability/</a> email: <a href="mailto:drc@umn.edu">drc@umn.edu</a></li> </ul>

<p><b>Mental Health &amp; Stress Management</b></p>	<p>As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website: <a href="http://www.mentalhealth.umn.edu">http://www.mentalhealth.umn.edu</a>.</p> <p>The OT program has contracted with a counselor as part of the new embedded counseling programs for health science students. This counselor is a part of the student counseling center with dedicated time for occupational therapy students.</p>
<p><b>Scholastic Dishonesty</b></p>	<p>You are expected to do your own academic work and cite sources as necessary. Failing to do so is scholastic dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis. Student Conduct Code: <a href="https://regents.umn.edu/sites/regents.umn.edu/files/2022-07/policy_student_conduct_code.pdf">https://regents.umn.edu/sites/regents.umn.edu/files/2022-07/policy_student_conduct_code.pdf</a></p> <p>If it is determined that a student has cheated, the student may be given an "F" or an "N" for the course, and may face additional sanctions from the University. For additional information, please see: <a href="https://policy.umn.edu/education/instructorresp">https://policy.umn.edu/education/instructorresp</a>.</p> <p>The Office for Community Standards has compiled a useful list of Frequently Asked Questions pertaining to scholastic dishonesty: <a href="https://communitystandards.umn.edu/avoid-violations/avoiding-scholastic-dishonesty">https://communitystandards.umn.edu/avoid-violations/avoiding-scholastic-dishonesty</a></p> <p>If you have additional questions, please clarify with your instructor for the course. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a particular class, e.g., whether collaboration on assignments is permitted, requirements and methods for citing sources, if electronic aids are permitted or prohibited during an exam.</p>
<p><b>Appropriate Student Use of Class Notes and Course Materials</b></p>	<p>Taking notes is a means of recording information but more importantly of personally absorbing and integrating the educational experience. However, broadly disseminating class notes beyond the classroom community or accepting compensation for taking and distributing classroom notes undermines instructor interests in their intellectual work product while not substantially furthering instructor and student interests in effective learning. Such actions violate shared norms and standards of the academic community. For additional information, please see <a href="https://policy.umn.edu/education/studentresp">https://policy.umn.edu/education/studentresp</a>.</p>

<p><b>Student Conduct Code</b></p>	<p>The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. Similarly, the University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.</p> <p>As a student at the University, you are expected to adhere to the Board of Regents Policy: <i>Student Conduct Code</i>. To review the Student Conduct Code, please see:  <a href="https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_student_conduct_code.pdf">https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_student_conduct_code.pdf</a></p> <p>Note that the conduct code specifically addresses disruptive classroom conduct, which means "engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach and/or a student's ability to learn." The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, including fieldwork sites and experiences.</p>
<p><b>Make-up Work for Legitimate Absences</b></p>	<p>Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances do not include voting in local, state, or national elections. For complete information, please see <a href="https://policy.umn.edu/education/makeupwork">https://policy.umn.edu/education/makeupwork</a>. Making up missed time for legitimate absences is not being penalized and is an expectation to meet accreditation requirements.</p>
<p><b>Use of Personal Electronic Devices in the Classroom</b></p>	<p>Using personal electronic devices in the classroom setting can hinder instruction and learning, not only for the student using the device but also for other students in the class. To this end, the University establishes the right of each instructor to determine if and how personal electronic devices are allowed to be used in the classroom, and fieldwork is an extension of the classroom. For complete information, please reference <a href="https://policy.umn.edu/education/studentresp">https://policy.umn.edu/education/studentresp</a>.</p>
<p><b>Sexual Harassment, Sexual Assault, Stalking and Relationship Violence</b></p>	<p>The University prohibits sexual misconduct and encourages anyone experiencing sexual misconduct to access resources for personal support and reporting. If you want to speak confidentially with someone about an experience of sexual misconduct, please contact your campus resources including the Aurora Center, Boynton Mental Health, or Student Counseling Services (<a href="https://eoaa.umn.edu/report-misconduct">https://eoaa.umn.edu/report-misconduct</a>). If you want to report sexual misconduct, or have questions about the University's policies and procedures related to sexual misconduct, please contact your campus Title IX office or relevant policy contacts.</p>

	<p>Instructors are required to share information they learn about possible sexual misconduct with the campus Title IX office that addresses these concerns. This allows a Title IX staff member to reach out to those who have experienced sexual misconduct to provide information about personal support resources and options for investigation. You may talk to instructors about concerns related to sexual misconduct, and they will provide support and keep the information you share private to the extent possible given their University role.</p> <p><a href="https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_sexual_harassment_sexual_assault_stalking_and_relationship_violence.pdf">https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_sexual_harassment_sexual_assault_stalking_and_relationship_violence.pdf</a></p>
<p><b>Equity, Diversity, Equal Opportunity, and Affirmative Action</b></p>	<p>The University provides equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, membership or activity in a local commission created for the purpose of dealing with discrimination, veteran status, sexual orientation, gender identity, or gender expression. For more information, please consult Board of Regents Policy:</p> <p><a href="https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_equity_diversity_equal_opportunity_and_affirmative_action.pdf">https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_equity_diversity_equal_opportunity_and_affirmative_action.pdf</a>.</p>
<p><b>Academic Freedom for courses that do not teach research</b></p>	<p>Academic freedom is a cornerstone of the University. Within the scope and content of the course, as defined by the instructor, includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.*</p> <p>Reports of concerns about academic freedom are taken seriously, and there are individuals and offices available for help. Contact the instructor, the Department Chair, your adviser, the associate dean of the college, or the Vice Provost for Faculty and Academic Affairs in the Office of the Provost.</p> <p><i>* Language adapted from the American Association of University Professors "Joint Statement on Rights and Freedoms of Students".</i></p>
<p><b>University Grading Scales</b></p>	<p>The University has two distinct grading scales: A-F and S-N. For information on the University grading scales please refer to:</p> <p><a href="https://policy.umn.edu/education/gradingtranscripts">https://policy.umn.edu/education/gradingtranscripts</a>.</p>

## **Appendix A. Level I Fieldwork Objectives**

### **OT 7175/OT 7176/OT 7177/OT 7271**

By the end of Level I experience, students will:

- Interact professionally and therapeutically with clients as well as their families and caregivers. (B.4.1) • Confidently apply the OT process (B.4.2; B.4.3; B.4.4; 5; B.4.6; B.4.10; B.4.19)
- Accurately report verbally and in writing observations and interactions with clients (B.4.2; B.4.6) • Communicate effectively with members of interprofessional teams (B.4.2; B.4.6; B.4.8; B.4.23) • Appraise own skills in work with clients and as a member of an interprofessional team (B.7.4) • Identify goals for professional growth (B.7.4; B.7.5)
- Demonstrate the use of technology in practice - telehealth practice (B.4.15)
- Demonstrate therapeutic use of self as part of the therapeutic process to address psychological, social, and behavioral health factors that are influencing occupational participation in your setting. (C.1.3)

## **Appendix B. Level II Fieldwork Objectives**

### **OT 7596/OT 7696**

The objectives for Level II fieldwork are organized around the program's curricular threads and then collaborated with the site fieldwork educator to be aligned with the experience and the AOTA Fieldwork Performance Evaluation. The objectives are described below, each under a heading that describes the respective curricular thread. By the end of Level II experience, students will:

#### **Lifespan Occupations:**

- Identify and implement in their placement setting opportunities for individual and community OR population interventions.

#### **Build and Use Evidence:**

- Analyze the alignment of the evaluation process of their placement and the AOTA Occupational Profile, including psychological, social, and behavioral health factors that are influencing occupational performance to guide intervention for the service recipient.

#### **Generalist Practice:**

- Demonstrate therapeutic use of self as part of the therapeutic process to address psychological, social, and behavioral health factors that are influencing occupational participation in your setting.
- Apply clinical reasoning in the OT Process in your setting.
- Articulate how the fieldwork program reflects and builds upon prior knowledge from the University of Minnesota occupational therapy program.

#### **Innovative Leaders:**

- Collaborate on intra-professional and inter-professional teams while in the fieldwork setting.

## Appendix C. AOTA Fieldwork Data Form



## AOTA FIELDWORK DATA FORM

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### **Introduction:**

The primary purpose of the Fieldwork Data Form is to summarize information regarding the program at a fieldwork site. Occupational therapy (OT) and occupational therapy assistant (OTA) students will find valuable information describing the characteristics of the fieldwork setting; the client population; commonly used assessments; interventions; and expectations and opportunities for students. The Fieldwork Data Form has been developed to reflect the *Occupational Therapy Practice Framework: Domain and Process, 3rd Edition* (American Occupational Therapy Association [AOTA], 2014) terminology and best practice in occupational therapy to promote quality fieldwork experiences. The data gathering processes used in completion of this form entails a collaborative effort that facilitates communication between OT and OTA academic programs, students, and fieldwork educators. This form may be completed by the combined efforts of the fieldwork educator, the OT or OTA student assigned to the site for fieldwork, and/or the Academic Fieldwork Coordinator (AFWC) from the program. Fieldwork sites are encouraged to update the form annually and provide a copy to the educational program(s) where they have a current memorandum of understanding (MOU).

The secondary purpose of the Fieldwork Data Form is to document the connection between the curriculum design of a given OT or OTA educational program with its fieldwork component. The AFWC will use the data entered on the form to document fieldwork related Accreditation Council for Occupational Therapy (ACOTE) Standards (ACOTE, 2012). The standards are outlined in Section C of the 2011 ACOTE standards and are denoted on the form. Educational programs can revise the form to suit the needs of their respective fieldwork programs.

The Fieldwork Data Form was developed through the joint efforts of the Commission on Education (COE) and the Academic Education (formerly Education) Special Interest Section Fieldwork Community of Practice with input from many dedicated AFWCs and fieldwork educators.



## AOTA FIELDWORK DATA FORM

Date:

Name of Facility:

Address: Street: City: State: Zip:

<b>FW I</b>		<b>FW II</b>	
Contact Person:	Credentials:	Contact Person:	Credentials:
Phone:	Email:	Phone:	Email:

<b>Director:</b> Phone: Fax: Website address:	<b>Initiation Source:</b> <input type="checkbox"/> FW Office <input type="checkbox"/> FW Site <input type="checkbox"/> Student	<b>Corporate Status:</b> <input type="checkbox"/> For Profit <input type="checkbox"/> Nonprofit <input type="checkbox"/> State Gov't <input type="checkbox"/> Federal Gov't	<b>Preferred Sequence of FW:</b> <i>ACOTE Standards: B.10.6</i> <input type="checkbox"/> Any <input type="checkbox"/> Second/Third only; First must be in: <input type="checkbox"/> Full-time only <input type="checkbox"/> Part-time option <input type="checkbox"/> Prefer full-time
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<b>OT Fieldwork Practice Settings:</b>				
<b>Hospital-based settings</b>	<b>Community-based settings</b>	<b>School-based settings</b>	<b>Age Groups:</b>	<b>Number of Staff:</b>
<input type="checkbox"/> Inpatient Acute <input type="checkbox"/> Inpatient Rehab <input type="checkbox"/> SNF/Sub-Acute/Acute Long-Term Care <input type="checkbox"/> General Rehab Outpatient <input type="checkbox"/> Outpatient Hands <input type="checkbox"/> Pediatric Hospital/Unit <input type="checkbox"/> Pediatric Hospital Outpatient <input type="checkbox"/> Inpatient Psychiatric	<input type="checkbox"/> Pediatric Community <input type="checkbox"/> Behavioral Health Community <input type="checkbox"/> Older Adult Community Living <input type="checkbox"/> Older Adult Day Program <input type="checkbox"/> Outpatient/hand private practice <input type="checkbox"/> Adult Day Program for DD <input type="checkbox"/> Home Health <input type="checkbox"/> Pediatric Outpatient Clinic	<input type="checkbox"/> Early Intervention <input type="checkbox"/> School  <b>Other area(s)</b> Please specify:	<input type="checkbox"/> 0-5 <input type="checkbox"/> 6-12 <input type="checkbox"/> 13-21 <input type="checkbox"/> 22-64 <input type="checkbox"/> 65+	OTRs: OTAs/COTAs: Aides: PT: Speech: Resource Teacher: Counselor/Psychologist:  Other:

<b>Student Prerequisites</b> (check all that apply) <i>ACOTE Standard C.1.2</i>		<b>Health requirements:</b>	
<input type="checkbox"/> CPR <input type="checkbox"/> Medicare/Medicaid fraud check <input type="checkbox"/> Criminal background check <input type="checkbox"/> Child protection/abuse check <input type="checkbox"/> Adult abuse check <input type="checkbox"/> Fingerprinting	<input type="checkbox"/> First aid <input type="checkbox"/> Infection control training <input type="checkbox"/> HIPAA training <input type="checkbox"/> Prof. liability ins. <input type="checkbox"/> Own transportation <input type="checkbox"/> Interview	<input type="checkbox"/> HepB <input type="checkbox"/> MMR <input type="checkbox"/> Tetanus <input type="checkbox"/> Chest x-ray <input type="checkbox"/> Drug screening <input type="checkbox"/> TB/Mantoux	<input type="checkbox"/> Physical Check up <input type="checkbox"/> Varicella <input type="checkbox"/> Influenza  Please list any other requirements:

Please list how students should prepare for a FW II placement such as doing readings, learning specific evaluations and interventions used in your setting: *ACOTE Standards: C.1.2, C.1.1.1*

<b>Student work schedule and outside study expected:</b>	<b>Other</b>	<b>Describe level of structure for student?</b>	<b>Describe level of supervisory support for student?</b>
Schedule hrs/week/day:	Room provided <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> High	<input type="checkbox"/> High
Do students work weekends? <input type="checkbox"/> yes <input type="checkbox"/> no	Meals <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Moderate	<input type="checkbox"/> Moderate
Do students work evenings? <input type="checkbox"/> yes <input type="checkbox"/> no	Stipend amount:	<input type="checkbox"/> Low	<input type="checkbox"/> Low
<b>Describe the FW environment/atmosphere for student learning:</b>			
<b>Describe available public transportation:</b>			



**Types of OT interventions addressed in this setting** (check all that apply):

<p><b>Occupations: Client-directed occupations that match and support identified participation level goals</b> (check all that apply):</p> <p><i>ACOTE Standards: C.1.8, C.1.11, C.1.12</i></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Activities of Daily Living (ADL)</b></p> <input type="checkbox"/> Bathing/showering  <input type="checkbox"/> Toileting and toilet hygiene  <input type="checkbox"/> Dressing  <input type="checkbox"/> Swallowing/eating  <input type="checkbox"/> Feeding  <input type="checkbox"/> Functional mobility  <input type="checkbox"/> Personal device care  <input type="checkbox"/> Personal hygiene and grooming  <input type="checkbox"/> Sexual activity</td> <td style="vertical-align: top;"> <p><b>Instrumental Activities of Daily Living (IADL)</b></p> <input type="checkbox"/> Care of others/pets  <input type="checkbox"/> Care of pets  <input type="checkbox"/> Child rearing  <input type="checkbox"/> Communication management  <input type="checkbox"/> Driving and community mobility  <input type="checkbox"/> Financial management  <input type="checkbox"/> Health management and maintenance  <input type="checkbox"/> Home establishment and management  <input type="checkbox"/> Meal preparation and clean up  <input type="checkbox"/> Religious / spiritual activities and expression  <input type="checkbox"/> Safety and emergency maintenance  <input type="checkbox"/> Shopping</td> <td style="vertical-align: top;"> <p><b>Education</b></p> <input type="checkbox"/> Formal education participation  <input type="checkbox"/> Informal personal education needs or interests exploration  <input type="checkbox"/> Informal personal education participation</td> </tr> <tr> <td style="vertical-align: top;"> <p><b>Rest and Sleep</b></p> <input type="checkbox"/> Rest  <input type="checkbox"/> Sleep preparation  <input type="checkbox"/> Sleep participation</td> <td style="vertical-align: top;"> <p><b>Leisure</b></p> <input type="checkbox"/> Leisure exploration  <input type="checkbox"/> Leisure participation</td> <td style="vertical-align: top;"> <p><b>Work</b></p> <input type="checkbox"/> Employment interests and pursuits  <input type="checkbox"/> Employment seeking and acquisition  <input type="checkbox"/> Job performance  <input type="checkbox"/> Retirement preparation and adjustment  <input type="checkbox"/> Volunteer exploration  <input type="checkbox"/> Volunteer participation</td> </tr> <tr> <td style="vertical-align: top;"> <p><b>Play</b></p> <input type="checkbox"/> Play exploration  <input type="checkbox"/> Play participation</td> <td style="vertical-align: top;"> <p><b>Preparatory Methods and Tasks: Methods, adaptations and techniques that prepare the client for occupational performance</b></p> <input type="checkbox"/> Preparatory tasks  <input type="checkbox"/> Exercises  <input type="checkbox"/> Physical agent modalities  <input type="checkbox"/> Splinting  <input type="checkbox"/> Assistive technology  <input type="checkbox"/> Wheelchair mobility                      Examples:</td> <td style="vertical-align: top;"> <p><b>Social Participation</b></p> <input type="checkbox"/> Community  <input type="checkbox"/> Family  <input type="checkbox"/> Peer/friend</td> </tr> <tr> <td colspan="3" style="vertical-align: top;"> <p><b>Activities: Designed and selected to support the development of skills, performance patterns, roles, habits, and routines that enhance occupational engagement</b></p> <input type="checkbox"/> Practicing an activity  <input type="checkbox"/> Simulation of activity  <input type="checkbox"/> Role play                      Examples:</td> </tr> <tr> <td style="vertical-align: top;"> <p><b>Education: describe</b></p>  <p><b>Training: describe</b></p>  <p><b>Advocacy: describe</b></p>  <p><b>Group Interventions: describe</b></p> </td> </tr> </table>			<p><b>Activities of Daily Living (ADL)</b></p> <input type="checkbox"/> Bathing/showering <input type="checkbox"/> Toileting and toilet hygiene <input 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<p><b>Education: describe</b></p> <p><b>Training: describe</b></p> <p><b>Advocacy: describe</b></p> <p><b>Group Interventions: describe</b></p>															
<p><b>Method of Intervention</b></p> <p><b>Direct Services/Caseload for entry-level OT</b></p> <input type="checkbox"/> One-to-one: <input type="checkbox"/> Small group(s): <input type="checkbox"/> Large group: <p><b>Discharge/Outcomes of Clients (% clients)</b></p> <input type="checkbox"/> Home <input type="checkbox"/> Another medical facility <input type="checkbox"/> Home health	<p><b>Outcomes of Intervention</b></p> <input type="checkbox"/> Occupational performance improvement and/or enhancement <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Prevention <input type="checkbox"/> Quality of life <input type="checkbox"/> Role competence <input type="checkbox"/> Participation <p><b>OT Intervention Approaches</b></p> <input type="checkbox"/> Create, promote health/habits <input type="checkbox"/> Establish, restore, remediate <input type="checkbox"/> Maintain <input type="checkbox"/> Modify, facilitate compensation, adaptation <input type="checkbox"/> Prevent disability	<p><b>Theory/Frames of Reference/Models of Practice</b></p> <input type="checkbox"/> Acquisitional <input type="checkbox"/> Biomechanical <input type="checkbox"/> Cognitive/Behavioral <input type="checkbox"/> Coping <input type="checkbox"/> Developmental <input type="checkbox"/> Ecology of Human Performance <input type="checkbox"/> Model of Human Occupation (MOHO) <input type="checkbox"/> Occupational Adaptation <input type="checkbox"/> Occupational Performance <input type="checkbox"/> Person-Environment-Occupation (PEO) <input type="checkbox"/> Person-Environment-Occupational Performance (PEOP) <input type="checkbox"/> Psychosocial <input type="checkbox"/> Rehabilitation frames of reference <input type="checkbox"/> Sensory Integration <input type="checkbox"/> Other (please list):													
<p><b>Please list the most common screenings and evaluations used in your setting:</b></p>															
<p><b>Identify safety precautions important at your FW site</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Medications  <input type="checkbox"/> Postsurgical (list procedures)  <input type="checkbox"/> Contact guard for ambulation  <input type="checkbox"/> Fall risk  <input type="checkbox"/> Other (describe):</td> <td style="vertical-align: top;"> <input type="checkbox"/> Swallowing/choking risks  <input type="checkbox"/> Behavioral system/ privilege level (locked areas, grounds)  <input type="checkbox"/> Sharps count  <input type="checkbox"/> 1 to 1 safety/suicide precautions</td> </tr> </table>			<input type="checkbox"/> Medications <input type="checkbox"/> Postsurgical (list procedures) <input type="checkbox"/> Contact guard for ambulation <input type="checkbox"/> Fall risk <input type="checkbox"/> Other (describe):	<input type="checkbox"/> Swallowing/choking risks <input type="checkbox"/> Behavioral system/ privilege level (locked areas, grounds) <input type="checkbox"/> Sharps count <input type="checkbox"/> 1 to 1 safety/suicide precautions											
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8. Please describe the process for record keeping of supervisory sessions with a student, the student orientation process to the agency, OT services, and the fieldwork experience. *ACOTE Standards C.1.2, C.1.3, C.1.10*

**Supervisory Patterns–Description** (respond to all that apply)

- 1:1 Supervision model:
- Multiple students supervised by one supervisor:
- Collaborative supervision model:
- Multiple supervisors share supervision of one student; number of supervisors per student:
- Non-OT supervisors:

9. Describe funding and reimbursement sources and their impact on student supervision.

**STATUS/TRACKING INFORMATION SENT TO FACILITY:**

Date:

ACOTE Standard C.1.6

**Which documentation does the fieldwork site need?**

- Fieldwork Agreement/Contract?

**OR**

- Memorandum of Understanding (MOU)?

**Which FW Agreement will be used?:**  OT Academic Program Fieldwork Agreement  Fieldwork Site Agreement/ Contract

**Title of parent corporation** (if different from facility name):

**Type of business organization** (Corporation, partnership, sole proprietor, etc.):

**State of incorporation:**

**Fieldwork site agreement negotiator:**

**Phone:**

**Email:**

**Address** (if different from facility):

Street:

City:

State:

Zip:

**Name of student:**

**Potential start date for fieldwork:**

Any notation or changes that you want to include in the initial contact letter:

**Information Status** ACOTE Standards C.1.1, C.1.2, C.1.3, C.1.8,

- New general facility letter sent:
- Level I Information Packet sent:
- Level II Information Packet sent:
- Mail contract with intro letter (sent):
- Confirmation sent:
- Model behavioral objectives:
- Week-by-week outline:
- Other information:
- Database entry:
- Facility information:
- Student fieldwork information:
- Make facility folder:
- Print facility sheet:

## Appendix D. Possible Grading Outcomes Level II Fieldwork

<u>Grade</u>	<u>Criteria</u>	<u>Recourse</u>
S	<ul style="list-style-type: none"> <li>● Maintain compliance at all times during fieldwork, including keeping their fieldwork educator information up to date if there are any changes during their rotation</li> <li>● Complete all assignments in Canvas with a satisfactory grade</li> <li>● Complete all discussion board postings</li> <li>● Receive a minimum passing score of 111 on the FWPE, including a minimum score of 3 or 4 on items 1, 2, or 3, Fundamentals of Practice on the final evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>
I	<ul style="list-style-type: none"> <li>● Student leaves fieldwork due to a documented legitimate absence per university policy, with a defined plan to return in the near future.</li> </ul>	<ul style="list-style-type: none"> <li>● Student resumes fieldwork at the same site (if possible) or at a new site, with dates and workload expectations adjusted to create an experience that provides the balance of the 12 weeks and expected competencies required for a level II fieldwork experience.</li> <li>● Student may be required to remain in the new setting beyond the balance of the 12 weeks if it is necessary to meet expected competencies on the FWPE.</li> </ul>
	<ul style="list-style-type: none"> <li>● Student is unable to continue at the site due to the site closing, staff changes, reorganizing, or any other organizational factor beyond the student's control and not directly related to the student's performance.</li> </ul>	<ul style="list-style-type: none"> <li>● Student resumes fieldwork at a new site, with dates and workload expectations adjusted to create an experience that provides the balance of the 12 weeks and expected competencies required for a level II fieldwork experience.</li> <li>● Student may be required to remain in the new setting beyond the balance of the 12 weeks if it is necessary to meet expected competencies on the FWPE.</li> </ul>
	<ul style="list-style-type: none"> <li>● Student is asked to leave a site before midterm due to performance challenges (professionalism OR clinical performance) that are NOT illegal, do NOT violate HIPAA, do NOT violate the AOTA Code of Ethics, and/or do NOT risk imminent harm to a patient/client and the student is not offered the opportunity by the site to remediate their performance.</li> </ul>	<ul style="list-style-type: none"> <li>● Student resumes fieldwork at a new site, with dates and workload expectations adjusted to create an experience that provides the balance of the 12 weeks and expected competencies required for a level II fieldwork experience. The student participates in a remediation plan to address the areas of concern noted.</li> <li>● Student may be required to remain in the new setting beyond the balance of the 12 weeks if it is necessary to meet expected competencies on the FWPE.</li> </ul>

W	<ul style="list-style-type: none"> <li>• Student leaves fieldwork due to a documented legitimate absence per University policy. The plan to return is unclear or unspecified.</li> </ul>	<ul style="list-style-type: none"> <li>• Student withdraws with instructor approval, then re-registers for the fieldwork course when they are ready to return and completes all required work.</li> </ul>
	<ul style="list-style-type: none"> <li>• Student withdraws from fieldwork without prior instructor approval. Student withdraws from fieldwork to avoid failing or the potential for failure.</li> </ul>	<ul style="list-style-type: none"> <li>• Student receives a W grade and recourse is based upon the academic progress policy of the program.</li> </ul>
N	<ul style="list-style-type: none"> <li>• Student fails to submit all required course assignments in the Canvas course within one week of fieldwork completion</li> <li>• Student fails to maintain compliance during fieldwork</li> <li>• Student earns an FWPE final score of 111 or lower as confirmed by the Director of Experiential Learning</li> </ul>	<ul style="list-style-type: none"> <li>• Student re-registers for the failed course if in good academic standing (per guidelines in the academic progress policy) and no history of probation in the program. If a history of probation in the program, recourse is based upon the academic progress policy in place for the student.</li> </ul>
	<ul style="list-style-type: none"> <li>• Student is asked to leave a site after midterm due to performance challenges (professionalism OR clinical performance) that are NOT illegal, do NOT violate HIPAA, do NOT violate the AOTA Code of Ethics, or do NOT pose a significant risk for harm to a patient/client. A formal remediation plan with identified benchmarks for improvement has been agreed upon by the student, fieldwork educator, and Director of Experiential Learning and implemented, however, no improvement is noted at benchmarks.</li> </ul>	<ul style="list-style-type: none"> <li>• Student receives an N grade for the course.</li> <li>• Student re-registers for the failed course if in good academic standing (per guidelines in the academic progress policy) and has no history of probation in the program. If a history of probation in the program, recourse is based upon the academic progress policy in place for the student.</li> <li>• Students who receive an N grade for performance or professionalism cannot be placed in a setting where there is not an OT on staff providing direct supervision daily.</li> </ul>
	<ul style="list-style-type: none"> <li>• Student is asked to leave a site due to performance challenges (professionalism OR clinical performance) that are illegal, violate HIPAA, U of MN student conduct policy, the AOTA code of Ethics, and/or result in harm or significant risk for harm to a patient/client at any time during the Fieldwork.</li> </ul>	<ul style="list-style-type: none"> <li>• Student receives an N grade for the course.</li> <li>• Student re-registers for the failed course if in good academic standing (per guidelines in the academic progress policy) and has no history of probation in the program. If a history of probation in the program, recourse is based upon the academic progress policy in place for the student.</li> <li>• Students who receive an N grade for performance or professionalism cannot be placed in a setting where there is not an OT on staff providing direct supervision daily.</li> </ul>

For additional information please refer to:

<http://policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>.

## Appendix E. Program Memoranda of Understanding (PMOU) Templates

### University of Minnesota Occupational Therapy Level I Fieldwork

*PROGRAM MEMORANDUM OF UNDERSTANDING (PMOU) between*

*University of Minnesota Program in Occupational Therapy*

*and*

\_\_\_\_\_ *your site* \_\_\_\_\_

This is an agreement between “University of Minnesota Program in Occupational Therapy”, and

“Party B”.

#### I. PURPOSE & SCOPE

The purpose of this PMOU is to clearly identify the roles and responsibilities of each party as they relate to onsite participation of students in Level I fieldwork experiences.

In particular, this PMOU is intended to:

- Establish understanding of onsite supervision needs for Level I fieldwork.
- Identify who will supervise the students when on site.
- Understand the role of the student when on site during the Level I experience.
- **Feel free to add more.....**

#### II. BACKGROUND

**Brief description of the parties involved in the PMOU with mention of any current/historical ties to this project.**

#### III. UNIVERSITY OF MINNESOTA PROGRAM IN OCCUPATIONAL THERAPY’S RESPONSIBILITIES UNDER THIS PMOU

The University of Minnesota Program in Occupational Therapy shall undertake the following activities:

- Develop learning objectives for the students.
- Provide you with the maximum number of students that will be onsite at any given time.
- Provide students with the necessary PPE to be onsite.

- Ensure all students are in compliance with contract requirements at all times, including but not limited to maintaining health insurance and having up-to-date immunizations, and are students in good standing at the University.
- Promote the values and mission of your organization with the students.
- Comply with site rules when on site.
- Faculty will remediate with students as needed.
- **Feel free to add or delete....**

## IV. LEVEL I SITE RESPONSIBILITIES UNDER THIS PMOU

LEVEL I SITE shall undertake the following activities:

- Provide student feedback as requested by faculty.
- Engage in learning activities with students as directed by faculty.
- Support students in learning.
- **Provide...**
- **Promote...**
- **Feel free to add or delete....**

## V. EFFECTIVE DATE AND SIGNATURE

This PMOU shall be effective upon the signature of both parties authorized officials. It shall be in force from (date)\_\_\_\_\_ to (date) \_\_\_\_\_.

Both parties indicate agreement with this PMOU by their signatures.

**Signatures and dates:** PMOUs aren't legally binding, but it's still important for the parties to sign the document. After signing, each party should have a copy of the document to keep in their records.

[faculty name supervising Level I]

\_\_\_\_\_ Date \_\_\_\_\_

[insert name of Party B]

\_\_\_\_\_ Date \_\_\_\_\_



## University of Minnesota Occupational Therapy Level II Fieldwork

*PROGRAM MEMORANDUM OF UNDERSTANDING (PMOU) between*

*University of Minnesota Program in Occupational Therapy*

*and*

\_\_\_\_\_ *your site* \_\_\_\_\_

This is an agreement between “University of Minnesota Program in Occupational Therapy”, and  
“Party B”.

### I. PURPOSE & SCOPE

The purpose of this PMOU is to clearly identify the roles and responsibilities of each party as they relate to onsite participation of students in Level II fieldwork experiences.

In particular, this PMOU is intended to:

- Establish understanding of onsite supervision needs for Level II fieldwork.
- Identify who will supervise the students when there is not a licensed Occupational Therapist on site.
- Understand the role of the student when on site during the Level II experience.
- **Feel free to add more.....**

### II. BACKGROUND

**Brief description of the parties involved in the PMOU with mention of any current/historical ties to this project.**

### III. UNIVERSITY OF MINNESOTA PROGRAM IN OCCUPATIONAL THERAPY’S RESPONSIBILITIES UNDER THIS PMOU

The University of Minnesota Program in Occupational Therapy shall undertake the following activities:

- Develop learning objectives for the students.

- Provide you with the maximum number of students that will be onsite at any given time.
- Provide students with the necessary PPE to be onsite.
- Ensure all students are in compliance with contract requirements at all times, including but not limited to maintaining health insurance and having up-to-date immunizations, and are students in good standing at the University.
- Promote the values and mission of your organization with the students.

- Comply with site rules when on site.
- Faculty will remediate with students as needed.
- **Feel free to add or delete....**

## IV. LEVEL II SITE RESPONSIBILITIES UNDER THIS PMOU

LEVEL II SITE shall undertake the following activities:

- Provide student feedback as requested by faculty.
- Engage in learning activities with students as directed by faculty.
- Support students in learning.
- **Provide supervision by \_\_\_\_\_ when there is no licensed Occupational**

**Therapist on site.** • Promote the values and mission of Occupational Therapy.

- Complete the Fieldwork Performance Evaluation to provide feedback on student performance with assistance from licensed Occupational Therapist
- **Feel free to add or delete....**

## V. EFFECTIVE DATE AND SIGNATURE

This PMOU shall be effective upon the signature of both parties authorized officials. It shall be in force from (date)\_\_\_\_\_ to (date) \_\_\_\_\_.

Both parties indicate agreement with this PMOU by their signatures.

**Signatures and dates:** PMOUs aren't legally binding, but it's still important for the parties to sign the document. After signing, each party should have a copy of the document to keep in their records.

[faculty name supervising Level II]

\_\_\_\_\_ Date \_\_\_\_\_

[insert name of Party B]

\_\_\_\_\_ Date \_\_\_\_\_

## Appendix F. Weekly Feedback Form

### Weekly Feedback Form

This form is designed to foster open and honest communication between the fieldwork educator/s and the student. It is recommended that you meet on a weekly basis to discuss progress and performance in the rotation. It is encouraged that the student and the educator individually complete this form prior to the meeting. At the meeting, notes can be compared and goals and expectations established for the following week.

Student \_\_\_\_\_ Educator \_\_\_\_\_ Date \_\_\_\_\_ Week \_\_\_\_\_ of \_\_\_\_\_

#### This week the student:

- Was prepared for all sessions Yes [ ] No [ ]
- Was safe with all activities Yes [ ] No [ ]
- Completed all assignments Yes [ ] No [ ] None due [ ]
- Completed all assigned tasks Yes [ ] No [ ]
- Used good clinical reasoning Yes [ ] No [ ]
- Used occupational based activities Yes [ ] No [ ]
- Was client centered with decisions Yes [ ] No [ ]
- Other \_\_\_\_\_ Yes [ ] No [ ]

If the answer to any item was NO, please explain the reason:

Any additional student feedback:

#### Based upon weekly expectations, next week the student will (not needed for last week of rotation):

Complete the following assignment(s):

Observe the following activities(s):

For the first time:

Learn the following information:

Other:

## Appendix G. Evaluation of Students in Level I Fieldwork

**University Of Minnesota - Program in Occupational Therapy**  
 Center for Allied Health Programs  
 EVALUATION OF STUDENT IN LEVEL I FIELDWORK  
 COMPLETE FOR EACH EXPERIENCE

Student Name:	Date(s):
Type of Level I Experience: <input type="radio"/> Children & Youth <input type="radio"/> Adult <input type="radio"/> Older Adult <input type="radio"/> Mental Health <input type="radio"/> Other:	Faculty Supervisor's Name: (print)
	Faculty Supervisor's License Number:
	Site Name and Address:
Number of Hours Accumulated:	
<b>Professional Competencies - Rating:</b> <b>Needs Improvement (NI):</b> Performance inconsistent or requires substantial assistance & direction. Student demonstrates minimal interest or interaction. <b>Meets Expectations (ME):</b> Expected performance is demonstrated. Tasks are carried out in safe and effective manner. Seeks appropriate assistance as needed. <b>Exceeds Expectations (EE):</b> Performance exceeds typical requirements. Demonstrates consistent, skilled, an often self-initiated learning. <b>Not Applicable (NA):</b> The rater had no opportunity to rate this skill and/or this skill is not expected at this time. Unsatisfactory performance on the Evaluation of Student in Level I Fieldwork Form is indicated by: <input type="radio"/> Rating of "Needs Improvement" on Professional Development #6 <u>OR</u> <input type="radio"/> More than 4 total "Needs Improvement" ratings for semesters 1-2 <u>OR</u> <input type="radio"/> More than 2 total "Needs Improvement" ratings for semesters 4-5	
<b>Professional Development</b>	<b>Rating:</b>
1. Demonstrate the ability to take initiative while being cooperative, flexible, and interested in learning (engaged while onsite, listens and follows directions)	
2. Demonstrate the ability to manage conflict and participate in a constructive manner to resolve and address challenges (receptive to constructive feedback, respectful and professional when conflict arises)	
3. Demonstrate the ability to collaborate with educators and other professionals in order to support goals of the client and/or the organization (communicates in a professional manner, participates in care conferences or other inter/intraprofessional meetings)	
4. Manages time & adheres to routines of program (arrives in timely manner, follows tasks as assigned)	

5. Presents self in professional manner (including wearing appropriate attire, name tags, and maintaining socially appropriate etiquette and boundaries)	
6. Respects diversity, values, beliefs and confidentiality of others (embraces cultural differences, adheres to HIPPA/FERPA guidelines, refrains from speech that may be offensive)	
7. Reflects on the experience and identifies areas of personal and professional growth (thoughtfully participates in discussions, sets appropriate personal and professional goals to progress through other experiential learning opportunities)	
<b><i>Foundational Knowledge</i></b>	
1. Articulate occupational therapy, the value of occupation, and the beliefs of the profession to key stakeholders (able to describe role of OT in this setting appropriate for semester)	
2. Establish and apply therapeutic use of self to develop and manage therapeutic relationships with clients (talks with appropriate language and tone to clients, responds appropriately with empathy and respect, uses appropriate non-verbal communication)	
3. Utilize theoretical principles, models, knowledge of environmental factors, and social determinants of health to support participation of individuals and communities in desired occupations (applies didactic knowledge to site activities and in assignments)	
<b><i>OT Practice (At Level Appropriate for Semester)</i></b>	
1. Analyze the demands of activities to determine the generic demands the activity requires	
2. Analyze occupational performance to determine the demands occupation places on clients	
3. Utilize and interpret appropriate standardized and non-standardized screening and assessment tools	
4. Demonstrate the ability to create an occupational profile	

5. Utilize available evidence to guide clinical reasoning to ensure the accurate selection and application of evaluations, interventions, and client-centered outcome measures	
6. Carry out interventions that support progress toward client goals	
7. Demonstrate safety awareness in all interactions and activities during the experience	
8. Document occupational therapy services using OTPF terminology	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Faculty Supervisor Print Name

\_\_\_\_\_  
Faculty Supervisor Signature

\_\_\_\_\_  
License Number/Expiration:

\_\_\_\_\_  
Date:

Comments or additional feedback:

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## Appendix H. AOTA Fieldwork Performance Evaluation (FWPE)

### Fieldwork Performance Evaluation (FWPE) for the Occupational Therapy Student (Revised in 2020)

#### FUNDAMENTALS OF PRACTICE

1. **Adheres to the American Occupational Therapy Association's Code of Ethics and all federal, state, and facility regulations.** Examples: Medicare, Medicaid, client privacy, social media, human subject research
2. **Adheres to safety regulations and reports/documents incidents appropriately.** Examples: fire safety, OSHA regulations, body substance precautions, emergency procedures
3. **Ensures the safety of self and others during all fieldwork-related activities by anticipating potentially unsafe situations and taking steps to prevent accidents.** Examples: body mechanics, medical safety, equipment safety, client-specific precautions, contraindications, community safety

#### BASIC TENETS

4. **Articulates the values, beliefs, and distinct perspective of the occupational therapy profession to clients and other relevant parties clearly, confidently, and accurately.** Examples: families, caregivers, colleagues, service providers, administration, the public
5. **Articulates the value of occupation as a method and desired outcome of occupational therapy to clients and other relevant parties clearly, confidently, and accurately.** Examples: families, caregivers, colleagues, service providers, administration, the public
6. **Articulates the role of occupational therapy practitioners to clients and other relevant parties clearly, confidently, and accurately.** Examples: families, caregivers, colleagues, service providers, administration, the public

#### SCREENING AND EVALUATION

7. **Articulates a clear and logical rationale for the evaluation process based on client information, contexts, theories, frames of reference, and/or practice models.**
8. **Obtains sufficient and necessary information from relevant sources throughout the evaluation process.** Examples: record or chart review, client, family, caregivers, service providers
9. **Selects relevant screening and assessment tools based on various factors.** Examples: Psychosocial factors, client priorities, needs, and concerns about occupational performance and participation, theoretical support, evidence, practice context, funding sources, cultural relevance
10. **Determines the client's occupational profile and occupational performance through interview and other appropriate evaluation methods.**

**Occupational profile:** Summary of the client's occupational history and experiences, patterns of daily living, interests, values, and needs.

**Occupational performance:** Act of doing and accomplishing a selected action (performance skill), activity, or occupation that results from the dynamic transaction among the client, the context, and the activity. Improving or enabling skills and patterns in occupational performance leads to engagement in occupations or activities.

11. **Evaluates and analyzes client factors and contexts that support or hinder occupational performance.**



**Client factors:** Specific capacities, characteristics, or beliefs that reside within the person and that influence performance in occupations. Client factors include values, beliefs, and spirituality; body functions (includes psychological functions); and body structures.

**Contexts:** Variety of interrelated conditions within and surrounding the client that influence performance, including cultural, personal, physical, social, temporal, and virtual contexts. Includes the consideration of all client centered components including psychosocial factors

12. **Administers standardized and non-standardized assessments and surveys accurately and efficiently to ensure findings are valid and reliable.** Examples: follows assessment protocols, adheres to time guidelines
13. **Modifies evaluation procedures based on client factors and contexts.** Examples: uses a quiet space, breaks up evaluation into smaller parts, provides multisensory instructions
14. **Interprets evaluation results to determine the client's occupational performance strengths and challenges.**
15. **Synthesizes and documents the results of the evaluation process clearly, accurately, and concisely, using systematic methods to record the client's occupational performance.**

## INTERVENTION

16. **Articulates a clear and logical rationale for the intervention process based on the evaluation results, contexts, theories, frames of reference, practice models, and evidence.**
17. **Establishes an accurate and appropriate client-centered plan based on the evaluation results, contexts, theories, frames of reference, and/or practice models.** Examples: creates relevant and measurable goals in collaboration with the client and/or family/caregivers; recommends additional consultation and referrals
18. **Uses evidence from research and relevant resources to make informed intervention decisions.**
19. **Selects client-centered and occupation-based interventions that motivate and challenge the client to achieve established goals that support targeted outcomes.** Includes the consideration of all client centered components including psychosocial factors
20. **Implements client-centered and occupation-based intervention plans.** Includes the consideration of all client centered components including psychosocial factors
21. **Chooses and, if needed, modifies intervention approach to achieve established goals that support targeted outcomes.** Examples: prevention, restoration, maintenance, promotion
22. **Modifies task and/or environment to maximize the client's performance.**  
Examples: upgrades/downgrades task; arranges client's workspace for optimal performance
23. **Modifies the intervention plan and determines the need for continuation or discontinuation of services based on the client's status.**
24. **Documents the client's response to services in a manner that demonstrates the effectiveness of interventions.**

## MANAGEMENT OF OCCUPATIONAL THERAPY SERVICES

25. **Demonstrates through practice or discussion the ability to collaborate with and assign appropriate tasks to the occupational therapy assistant, occupational therapy aide, or others to whom responsibilities might be assigned, while remaining responsible for all aspects of**

**treatment.** Examples: paraprofessionals, nurses' aides, volunteers

**26. Demonstrates through practice or discussion an understanding of costs and funding systems related to occupational therapy services, such as federal, state, third party, and private payers.** Examples: billing for OT services, inventory and ordering of supplies for OT services, and options for client procurement of adaptive equipment

**27. Demonstrates knowledge about the organization. Examples: mission and vision, accreditation status, licensing, specialty certifications**

**28. Meets productivity standards or volume of work expected of occupational therapy**

## **students. COMMUNICATION AND PROFESSIONAL BEHAVIORS**

**29. Communicates clearly and effectively, both verbally and nonverbally.** Examples: clients, families, caregivers, colleagues, service providers, administration, the public

**30. Produces clear and accurate documentation.** Examples: legibility, spelling, punctuation, grammar, adherence to electronic health documentation requirements

**31. Collaborates with fieldwork educator(s) to maximize the learning experience.** Examples: initiates communication, asks for feedback about performance, identifies own strengths and challenges

**32. Takes responsibility for attaining professional competence by seeking out learning opportunities and interactions with fieldwork educator(s) and others.**

**33. Responds constructively to feedback in a timely manner.**

**34. Demonstrates consistent and acceptable work behaviors.** Examples: punctuality, initiative, preparedness, flexibility, dependability, professional appearance

**35. Demonstrates effective time management.** Examples: plans ahead, adheres to schedules, completes work in expected timeframe

**36. Manages relationships effectively through therapeutic use of self and adjusts approach to meet the needs of clients and others.**

**37. Demonstrates respect for diversity factors of others.** Examples: culture, socioeconomic status, beliefs, identity

## Fieldwork Performance Evaluation (FWPE) Rating Scoring Guide (Revised in 2020)

### Rating Scale

- 4- Exemplary performance
- 3- Proficient performance
- 2- Emerging performance
- 1- Unsatisfactory performance

### Rating scale definitions

<b>Exemplary performance</b>	Demonstrates satisfactory competence in specific skills consistently; demonstrates substantial breadth and depth in understanding and/or skillful application of fundamental knowledge and skills.
<b>Proficient performance</b>	Demonstrates satisfactory competence in specific skills; demonstrates adequate understanding and/or application of fundamental knowledge and skills.
<b>Emerging performance</b>	Demonstrates limited competence in specific skills (inconsistencies may be evident); demonstrates limited understanding and/or application of fundamental knowledge and skills (displays some gaps and/or inaccuracies).
<b>Unsatisfactory Performance</b>	Fails to demonstrate competence in specific skills; performs in an inappropriate manner; demonstrates inadequate understanding and/or application of fundamental knowledge and skills; (demonstrates significant gaps and/or inaccuracies).

### FWPE for OTS Scoring:

- All items included must be scored to receive a Pass on the FWPE for OTS
- A sum score of 111 or higher will be required to receive a Pass on the FWPE for OTS
- A score of 3 or higher on the items
  - # 1 (Adheres to the American Occupational Therapy Association’s Code of Ethics and all federal, state, and facility regulations),
  - # 2 (Adheres to safety regulations and reports/documents incidents appropriately), and
  - # 3 (Ensures the safety of self and others during all fieldwork related activities by anticipating potentially unsafe situations and taking steps to prevent accidents) will all be required to receive a Pass on the FWPE for OTS
- Scores of 1 on any of the items is not allowed to receive a Pass on the FWPE for OTS

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## Appendix I. Professional Development Tool

University of Minnesota  
Occupational Therapy Program

### Professional Development Tool

Student Name:

Date:

Advisor:

#### Rating Scale of Performance:

- 4: Meets competency consistently: Performance is consistent, skilled, and self-initiated
- 3: Meets competency occasionally: Performance is frequent and skilled
- 2: Area for growth: Performance requires some assistance and direction
- 1: Needs practice and coaching: Performance requires substantial development and/or requires much assistance and direction

Professional Skills Competencies	Student Rating	Advisor Rating	Comments/Plan
<b><i>Fundamentals of Practice in Academic, Clinical, and Community Settings</i></b>			
Adheres to ethics (e.g. maintains confidentiality; follows AOTA Code of Ethics and student Code of Conduct)			
Uses sound judgment (e.g. communicates with others thoughtfully and respectfully; abides by personal boundaries in interactions)			
Adheres to safety regulations (e.g. follows client's dietary restrictions; uses transfer belt; follows facility dress code; uses proper body mechanics)			
Behaves respectfully towards others, valuing dignity (e.g. asks permission to engage with clients/families; uses age appropriate vocal tone)			

Embraces cultural differences (e.g. seeks information to honor cultural norms; asks culturally related questions rather than making assumptions)			
Acts honestly and with integrity (e.g. speaks truth in all situations; humbles self when in error)			
Practices articulating OT to others (e.g. defines OT practice in various settings; contributes to explanations around practice approaches)			
Accurately critiques own limitations and strengths in skills, knowledge, and abilities and adjusts behavior accordingly (e.g. humbles self in inquiry)			
Shows initiative and is prepared for work (e.g. starts work on time with proper planning completed ahead of the task)			
Follows through with responsibilities and commitments in timely and complete manner (e.g. rarely changes commitments; in rare cases, does so with viable justification)			
Self-organizes to manage competing demands (e.g. demonstrates ability to prioritize tasks and to meet the challenges of the job)			
Is aware of and adjusts behavior in response to changing situations (i.e. 'think on the spot')			
Recognizes and maintains boundaries (e.g. understands limitations in sharing about self and limitations in asking personal questions of others)			
Demonstrates openness to feedback (e.g. takes in feedback and responds with gratitude, seeking to make positive changes going forward)			



<b><i>Teamwork and Collaboration</i></b>			
Develops trusting relationships with others (e.g., exhibits trust, tact, and empathy)			
Makes a contribution to the groups goals and outcomes (e.g. guides group process by including all members and refocusing the group toward the task)			
Contributes information to the group in a timely and effective manner (e.g. is present for group meetings and/or makes a planned contribution ahead of the meeting)			
Constructively manages disagreements with others (e.g. does not avoid conflict; guides interactions toward resolution)			
Empathizes with others (e.g. offers support and understanding; honors the other persons perspective)			
Shares accountability for group/team performance (e.g. takes responsibility for the group when things are going well and when the group is in conflict)			
Performs effectively in different group/team roles (e.g. shifts team roles dependent on the changing needs of the group)			
Applies team leadership practices that support collaborative practice and team effectiveness (e.g. demonstrates willingness to take on leadership role)			
<b><i>Leadership</i></b>			
Actively seeks opportunities to improve by challenging the status quo and identifying areas of needed improvement			
Verbalizes 'possibility thinking' and embraces change			



Fosters the collaboration of others with encouragement and by recognizing their contributions			
Sets an example for others ( e.g., rises to a challenge; moves out of comfort zone; admits when own actions did not contribute to a desired outcome and how they could have been improved )			
Celebrates the success of others on team			
<b><i>Professional Communication</i></b>			
Chooses effective communication tools and techniques to facilitate discussions (e.g. demonstrates a variety of techniques)			
Expresses knowledge and opinions with clarity and respect: working to ensure common understanding (e.g. seeks clarification humbly and appropriately)			
Listens actively and encourages ideas and opinions from others (e.g. maintains eye contact and facial expressions welcome input)			
Uses tactful, respectful language appropriate to the given situations (e.g. when giving constructive feedback)			
Recognizes own communication strengths and areas for growth (e.g. communicates with supervisor about personal style that works best)			
Articulates OT effectively to others (e.g. defines OT practice in various settings; contributes to explanations around practice approaches)			
Uses social media platforms and electronic communication tools respectfully and within professional parameters (e.g. properly tailors email and online communication to meet the demands of			

the task)			
Adjusts communication techniques and style to the audience members (e.g. speaks to audience at an appropriate level)			

Additional Comments:

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Finalized and approved by Faculty, May 17, 2013, Updated 8/2019, 3/2020, 12/2020

Resources:

Interprofessional Education Collaborative Expert Panel. (2011). *Core competencies for interprofessional collaborative practice: Report of an expert panel*. Washington, D.C.: Interprofessional Education Collaborative. Retrieved from: <http://www.aacn.nche.edu/education-resources/ipecreport.pdf>

American Occupational Therapy Association (2002). *Fieldwork Performance Evaluation for the Occupational Therapy Student*. Bethesda, MD.