Occupational Therapy Assistant Program

Level II Fieldwork Final Document Checklist

The following paperwork is required immediately at the conclusion of your fieldwork. Please ensure these are turned in by the deadline (outlined in your Fieldwork Powerpoint.) If you are unsure of the deadline please confirm with the Academic Fieldwork Coordinator (AFWC).

The student – not the Fieldwork Educator – is responsible for ensuring accurate, complete, and timely paperwork.

Required Document Checklist:

- □ **FWE Certificate Information Form**
- □ **Week 1-8 Weekly Assessments**
- □ **AOTA Fieldwork Performance Evaluation (will need at ask FWE to send this to you)**
- □ **SEFWE**
- □ **Clinical Extern Affiliate Survey**
- □ **AOTA Fieldwork Data Form** (if one not on file within the last year)

Acceptable condition includes ALL documents being:

- In order prescribed above
- Original forms (no emails, photocopies, or faxed documents)
- Legible
- Including physical signatures (drawn not typed)
- Not have missing information (ensure all lines on all forms are complete)
- Completed in blue or black pen (no pencil!)
- No whiteout

Prior planning is required to ensure you have all documents completed with all necessary signatures at the end of your final day. If you are concerned about meeting this requirement immediately contact the AFWC. Documents can be left with the AFWC or the 1st floor receptionist. The school is open M-Th 7am – 10pm and Friday 7am – 5pm.

Your fieldwork is not complete, and a grade cannot be given, until all paperwork is received in acceptable condition. Any delays in delivery or paperwork in unacceptable condition will result in daily PPS deductions until corrected versions are received by the Fieldwork Coordinator. This may also interfere with your ability to participate in subsequent fieldworks or a delay in graduation date. These delays may have financial aid implications.

Completing a fieldwork out of the area does not exempt you from the deadline. Part of your responsibility accompanying the privilege of completing an out of state fieldwork involves ensuring all requirements and deadlines are met. This likely means overnight mailing or all documents on the final day of your fieldwork. Again, prior planning is essential to make this happen.