

**UNC- CH Division of Occupational Science
Non-Traditional Fieldwork (FW) II
Meeting Agenda & Formation of Plan**

Student _____ FW Dates _____

Site 1: _____ Site supervisor _____

Site 2: _____ Supervisor _____

Meeting Date _____ Present _____

Purpose of Non-Traditional FW II (discuss and clarify)

- Experience with curriculum themes
- Expansion to new arenas of practice
- Professional development – increased self-directed learning
- Discuss unique or key learning opportunities at site:

Student Objectives (select option)

- Use of field site's existing student objectives
- Otherwise use UNC FW II objectives – based on curriculum themes
- There should be specific objectives - based on seven curriculum themes. Student should develop a list of learning and performance objectives, then show them to Academic Fieldwork Coordinator (AFWC) for editing and then collaborate with the FW supervisor(s) to finalize.

Evaluation Tools (select options)

- AOTA FW Evaluation
- Modified version of the AOTA FW Evaluation
- Custom FW Evaluation (may select parts of AOTA FW Eval)
- Use AOTA form parts for one setting and a custom set of objectives for the other setting.
- Develop specific tool for the site. These should be based directly on the learning objectives (noted above).

Evaluation and Grading Process

- The OTR supervisor is the primary grader.
- The non-OT supervisor(s) will discuss (and may have a written document performance) to contribute to the evaluation completed by the OTR.
- The UNC AFWC assigns the grade, which may be based on a synthesis of two evaluations.
- Midterm plan– feedback may be done using the final grading criteria or modified version. (E.g. AOTA FW Eval midterm uses a 1-3 scale: U= Unsatisfactory; S=Satisfactory; and S+ = Above expectations)
- Determine Scale: Use AOTA Grading System 1-5 OR modification of the scale determined in advance of fieldwork

- Grading: H= 95%; P = 80-94%; L= 69-79%; F = <69

Student Evaluation of Fieldwork (formal)

1. AOTA Student Evaluation of Fieldwork form.
2. Also complete the questionnaire about FW based on the UNC curriculum themes.

Structural Elements of Fieldwork

- Contract Status - confirmed
- Orientation – Approach like a new employee orientation.
- Fieldwork Notebook - See guidelines for contents of notebook. Use AOTA (www.aota.org) and NCOTA guidelines.
- Supervision – ACOTE minimum of 8 hours per week supervision with OTR who has three years in the practice area. Student has access to OT supervision at all times during the FW. (eg phone contact)
- Objectives and Evaluation plan (Per above)
- Schedules – Student is the point person in planning, managing and communicating schedules. Have a system to inform everyone about the schedule and schedule changes.
- Supervision meetings – Should be weekly, ideally with each supervisor.
- Documentation of progress – recommend use of weekly feedback forms.
- ACOTE Standards relating to non-traditional FW: Discussion and copy for site and student

Communication (discuss)

- Effective communication is especially important with two sites/supervisors.
- Communicate early, often and repeatedly.
- Communicate with AFWC whenever you have any question or concern.
- If we cannot resolve a question or issue, then we can contact the ACOTE or AOTA for guidance
- Discussion Forum.

Copy of this form to:

- Site
- Student
- UNC-CH - FW Coordinator