



June 4, 2015

Dear Colleague

Thank you for considering having UNC Occupational Therapy students for fieldwork (FW). Your *interest* in education of future practitioners is the most important part of fieldwork. Our goal is to help students see connections between coursework and practice, so we seek congruence of Fieldwork experiences and curriculum themes. Our website has information on our curriculum design to prepare students for occupation-centered, client-centered and evidence-based practice. <http://www.med.unc.edu/ahs/ocsci/>

**Key administrative tasks that must be done before we send you students:**

1. A Letter of Agreement or Memorandum of Understanding (MOU) between UNC and your agency. We renew this at least every five years. Benita Burton handles these:  
Benita\_Burton@med.unc.edu
2. A completed Fieldwork Data Form. Complete as much as you can of it, then contact me about anything that you are not able to fill in.
3. For FW II experiences, we need an agreed upon set of objectives. You can sign and return the attached objectives or we can create site specific objectives with you.

**How fieldwork is coordinated at UNC:**

Requests for FW spots: January of each year I send a letter with requests for FW slots for the upcoming year. Please return these by April. It does not commit you to take a student, things change, but it gives me an idea of what you are likely to have. At times I call to inquire about additional spots that are needed, often due to cancellations or special requests.

Matching/ Student names: At UNC we are committed to matching students to sites based on evolving educational goals and interests, so we are not able to give names years in advance. I contact you with student names months in advance of the fieldwork. The Fall fieldwork is for students who have just arrived on campus, so I contact you in June with names to confirm.

Advance information/ Student requirements for FW: At least a month in advance of fieldworks I send you a packet with assignments, evaluations and student information (including immunization record, HIPAA training, etc) . Students will contact you at least a month in advance to get particular information about the site. (exception: the Fall FW students will contact you two weeks in advance)

Preparation for having a FWI student: We send you a packet with objectives and assignments for this fieldwork. These will guide students' involvement in the setting. Initially they are primarily observers. Based on your judgment about their competence, they can begin to participate in OT services. Because these are shorter experiences, the orientation period tends to be brief.

Preparation for having a FWII student: (Materials)

- Orientation checklist and schedule for first days/ weeks (often like a new employee)
- Objectives for FW II (I can send a template / checklist)
- A week by week general plan (let me know if you want some samples)
- Policies and procedures that are needed, such as safety, billing, scheduling
- Readings, references, resources. (you can have the students build this part)

Communication during FW:

- With UNC: Please contact me at any time about fieldwork! During FW I, I rely on the feedback you put on the forms, unless you get in touch. During FWII, I will contact you at least twice to ask about the student's progress.
- With students: Weekly supervisory meetings are needed for FW II. Using a weekly meeting form and goal setting sheet is quite helpful. FW I tends to be more closely supervised allowing ongoing communication.

Evaluation of Students: For FWI, we send you a brief feedback form to complete and discuss with the student on the last day of FW. Please have the student bring the completed form to me. For FWII we send you the AOTA FW Performance Evaluation to use in most settings. However, many non-traditional FW experiences require us to work together to develop a custom set of objectives and a corresponding evaluation.

Student Feedback to Supervisor: For FW I, we send you a feedback form for the student to share after they have received feedback. For FWII, the AOTA Student Evaluation of Fieldwork (SEFW) is used. We send you a copy and the student has it. As with the student evaluation, we expect for you not to get any surprises on these forms. We encourage students and supervisors to talk about how things are going on an ongoing basis during fieldwork. We offer resources for supervisory skills. These can be in the forms such as in-services, articles, materials on the UNC website, or AOTA resources. Let me know.

We appreciate your commitment to the future of OT practice, and in your interest in our students! Let me know additional questions or suggestions. Please contact me at any time.

Sincerely yours,

*Sue Coppola*

Sue Coppola, MS, OTR/L, BCG, FAOTA  
Associate Professor and Academic Fieldwork Coordinator