

DIFFICULTIES ON FIELDWORK - Progress During Level II Fieldwork

Mid-Term Difficulties

Notification

1. When student performance on Level II Fieldwork is unsatisfactory at mid-term, the student and the Fieldwork Educator will notify the Academic Fieldwork Coordinator as soon as possible.
2. The FW Coordinator will discuss the situation and review progress with the student and the clinical Fieldwork Educator.
3. The student has two options:
 - a. If it is recommended, the student will continue with the fieldwork trying to make suggested progress in areas outlined by FW educator, and seeking weekly feedback regarding performance.
 - b. If it is determined that the student has no chance of passing the FW experience they may be withdrawn from the fieldwork with a grade of W at the determination of both the academic and clinical FW coordinators with consultation from the program coordinator. If the student is withdrawn, he/she will have to repeat a separate fieldwork experience. There is only *one opportunity* for a remedial fieldwork experience. The student will not have input regarding their remedial FW placement. If the student again has difficulty leading to failing performance, they will receive a failing grade and will be out of the program.
4. In either of the above options, the student develops a plan to address the difficulties and issues encountered with consultation from the Academic Fieldwork Educator and Clinical Fieldwork Coordinator. The Clinical Fieldwork Coordinator must approve the plan. Without an acceptable approved plan, the student will not proceed in the program. If delays exceed maximum program time allowed for completion (one semester), he or she will be ineligible to complete the program.

Following Midterm

If a student is passing at mid-term but **does not** end up passing at the final of FW, the academic FW coordinator and the program coordinator will collaborate to determine the next step. If the student had any documented incidence of unprofessionalism, had absences in excess of facility related closures or failed to earn at least all 3's in the fundamentals, they will **not** have the option for remediation.

Final grade

Students must successfully pass their first level II FW in order to advance to the 2nd FW experience. If a student fails either FW, they will be removed from the program with the opportunity to reapply.

Extended Fieldwork

If a student is unable to complete FW in the assigned time frame, the outstanding hours must be completed as soon as possible. Level 1 FW must be completed before the end of the semester, but ultimately before the next semester begins. Level 2 FW must be completed as soon as possible and in cooperation with the supervising FW educator's schedule, as well as before beginning the next Level 2 placement. If a student has outstanding incomplete coursework, he/she is not eligible to continue in the program.

Should the FW Educator (FWE) anticipate the student will not be able to successfully complete the FW rotation, he/she must contact the AFWC. Following AFWC notification, the FWE must meet with the student as soon as possible to develop a written performance improvement plan/agreement. The AFWC will assist the FWE in plan development and be present for the meeting, if desired/requested by the FWE. The clinical instructor (FWE) and student will sign the plan/agreement, and a copy will be provided to the OTA program. This agreement will include:

- FW expectations/performance goals and a time frame for completion.
 - The agreement will specify the consequences for failing to meet the terms of the agreement.
 - Copies of the signed agreement will be reviewed by the academic FW instructor/program Coordinator, and placed in the student's departmental file.

After all of the above steps are completed & FW has been successfully completed, the FWE will complete the Fieldwork Performance Evaluation and the Academic Fieldwork Coordinator will issue a letter grade. **If the student does not complete the requirements of the agreement in the time frame specified, his/her grade for the unfinished work will be a zero. The instructor will assign the subsequent final grade as outlined in the syllabus.**