Casper College Course Syllabus  
COTA 2500 01 Fieldwork A

**Semester/Year:** Summer 2016

**Lecture Hours:**  
**Lab Hours:**  
**Credit Hours:** 3

**Class Time:** 40 hours of clinical practicum a week for 8 weeks  
**Days:** Everyday  
**Room:** Clinical Setting

**Instructor’s Name:** Missy Neff, MSOT, OTR/L

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**Office Hours:** Tuesday and Wednesday

**Course Description:** First of two fieldwork placements. Eight weeks of fieldwork in contracted facility. Includes a minimum of 40 hours a week of onsite skill practice. Online integration of learning experiences with instructor and class members is expected through Moodle.

**Statement of Prerequisites:** Successful completion of Level I Fieldwork and all other OTA academic course work.

**Goal:** The student will demonstrate competency in entry level occupational therapy assistant skills.

**Outcomes:**  
Upon successful completion of this course, the student will be able to integrate and refine the knowledge and skills learned in the classroom through practical experiences in the areas of:

1. Assessment, program planning, treatment, quality assurance, and service management;
2. Prevention and health maintenance, with emphasis on remediation, daily life tasks, and vocational adjustment;
3. Discharge planning for patients/clients;
4. Adapting, grading, modifying activities based on individuals;
5. Recording and communicating the results of healthcare programming;
6. Referral of clients to appropriate resources;
7. Ongoing evaluation of healthcare programming; and
8. Developing professional relationships.

**Methodology:** Students will report to assigned fieldwork setting as established by facility. Students will observe and complete designated tasks. Student will participate in required fieldwork activities as established by facility and meet the necessary guidelines established by the OTA Program, facility, and AOTA. Internet discussions and weekly assignments will be required through the online course in Moodle.
**Evaluation Criteria:** Students will be evaluated using the “AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student” (FWPE). Each student is evaluated twice during each fieldwork experience: at mid-term and at final completion. If at the midterm a student's performance is unsatisfactory, a remediation plan will be designed and implemented in collaboration between the Fieldwork Educator, Academic Fieldwork Coordinator (AFWC), and OTA student. The FWPE form is designed to provide a numerical score which rates the student's performance. This score will be translated into a Satisfactory or Unsatisfactory grade. Students may only repeat one of the two Level II fieldwork experiences once, per policy established in the *Occupational Therapy Assistant Program Clinical Educator and Student Fieldwork Manual*. The decision to repeat one Level II fieldwork will be made by the Program Director. Along with the practicum experience, students will be required to participate in the online Moodle course. The student will need to be current on completing weekly discussions, weekly assignments, and midterm and final reports.

**Online Class:** Students are required to complete and submit scheduled online academic coursework through Moodle within the first two weeks of fieldwork. The online fieldwork assignments and discussions for Level II fieldwork are mandatory. Students are responsible for making arrangements for computer access before leaving for fieldwork, so they will be able to participate in and complete these fieldwork requirements. Active participation in the online course work is a vital part of the student’s education for the occupational therapy assistant program. If a student does not maintain these expectations for online course work throughout the fieldwork placements, the student will be terminated from the fieldwork experience. All online coursework is required to be completed by the second to last week of the fieldwork experience. Students who have not completed at least 75% of required assignments and discussions by midterm, will be terminated from their fieldwork site.

**Fieldwork Paperwork:** The student is required to turn in the following signed Level II forms to the AFWC prior to the start of their second Level II fieldwork: AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant (FWPE), Student Evaluation of the Fieldwork Experience (SEFWE), and the Occupational Therapy Practice Framework (OTPF) and Summary of OTPF Findings forms. If the student does not turn these signed documents in during this time, the second fieldwork placement will be cancelled and the student will receive an “Unsatisfactory” grade for the course. After completion of the first fieldwork rotation, the signed fieldwork documents are to be submitted to the Academic Fieldwork Coordinator within 3 days of completion of the fieldwork rotation in order to receive a class grade.

**Required Text, Readings, and Materials:** None

**Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:** See Schedule

**Dress Code:** The OTA students are required to follow the Casper College Occupational Therapy Assistant Program Dress Code as described in the *Occupational Therapy Assistant Program Clinical Educator and Student Fieldwork Manual*. Program attire includes: OTA Program shirts, dress pants, and a name tag.

**Attendance:** Students are expected to follow the attendance guidelines stated in the *Occupational Therapy Assistant Program Clinical Educator and Student Fieldwork Manual*. 
Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If the student has any problems with the class, the student should first contact the instructor in order to solve the problem. If the student is not satisfied with the solution offered by the instructor, the student should then take their problems/ concerns through the appropriate chain of command, starting with the department head, then the division chair, and lastly the vice president of academic affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see the instructor at your earliest convenience.

Calendar or schedule indicating course content:
Moodle Assignments due dates:
1. AOTA Fieldwork Data Form: due 2nd week of each Level II rotation
2. Reimbursement/Funding Worksheet: due 2nd week of each Level II rotation
3. Activity Analysis Worksheet: due 3rd week of each Level II rotation
5. Team Roles Worksheet: due 5th week of each Level II rotation
6. Therapeutic Relationship Worksheet: due 6th week of Level II rotation
7. Monthly Report: Final: due 7th week of each Level II rotation
8. Occupational Therapy Practice Framework/Summary of OTPF Findings: end of Level II

Weekly Assignments/ Discussions:
Each student is required to complete weekly assignments and discussions. To receive credit for the weekly discussions, each student is required to post a quality and well thought out response to each discussion question, as well as respond to three of their cohort’s responses.

Professional Material:
1. Signed AOTA Fieldwork Performance Evaluation (FWPE) for the Occupational Therapy Assistant Student
2. Signed AOTA Student Evaluation of Fieldwork Experience (SEFWE) for the Occupational Therapy Assistant Student
3. Signed Occupational Therapy Practice Framework and Summary of OTPF Findings