

Level II Attendance Policy

Prompt & regular attendance at all scheduled FW class sessions is expected as part of the professional education process for occupational therapy assistant students. More specific guidelines for attendance will be established by the FW Coordinator for each academic or fieldwork course. Level 2 attendance requires the successful completion of 16 weeks. Students are not allowed to shorten FW time for any reason.

Students are expected to arrive promptly to both class and fieldwork experiences. Tardiness will be brought to the student's attention and to the Program Director's attention by the instructor and may preclude successful completion of the academic or fieldwork course. All assignment must be handed in by the due date for both FW placement and FW class.

Students are expected to report for fieldwork each and every day unless there is an emergency or they are too ill to see patients/clients. In either of these instances, it is imperative students notify their immediate supervisor or the director of the OT department according to their departmental policies. Students *must* also email this information to the academic FW Coordinator. Students are required to make up any and all time missed regardless of the reason. Students may not accrue additional hours in order to shorten fieldwork. Again, if a student must miss FW due to illness or unexpected emergency, the student is to notify the site FW supervisor & this instructor before the arrival time to FW and will have to make up the missed FW hours at the site. Absence during FW which is deemed to be excessive will be brought to the attention of the student by the FW educator & clinical supervisor. Excessive absence may preclude successful completion of any academic or fieldwork course. Written excuse for absences may be requested.

Flexibility is important as a supervisor may schedule students for some evening or weekend hours to match his/her schedule or to participate in a particular program. Students should keep an open mind and remember they are learning from a seasoned occupational therapy practitioner. Students are expected to get along with their fieldwork educator and be respectful.

In the event of inclement weather, students are to follow the policies and procedures of the FW placement, but be aware they will be required to make-up missed days, per the OTA Program policy. If the facility requires personnel to be on site during inclement weather, students will also be required to be present, and will need to make appropriate arrangements.