Occupational Therapy Assistant Program

Final Level I Fieldwork - Sample Schedule

To ensure a successful learning experience for both student and fieldwork educator, the following sample schedule may be used as a guide for the week-long fieldwork experience. Adjust the schedule as necessary to suit the facility’s particulars. Reach out to the Central Piedmont Course Instructor or Academic Fieldwork Coordinator with any questions.

Prior to first day

- Occupational Therapy Assistant Student (OTAS) connects with fieldwork educator (FWE) by email, phone, or other means to determine prerequisite requirements and other preparatory logistics.
- OTAS reviews Fieldwork Objectives form and obtains signature from FWE.

Day 1

- In-person introduction of OTAS to FWE.
- OTAS receives a tour of facility and orientation (may continue through the second day).
- OTAS participates in structured clinical observation.

Days 2-4

- OTAS completes at least one chart review.
- OTAS begins intervention planning for at least one session.
- OTAS continues observations, and assists with client treatment sessions as appropriate.
- OTAS implements at least one portion of a treatment session under close supervision, and documents the results using the format used at the facility.
  - Note: If the student does not have access to the official documentation system, they can still practice the documentation in a format consistent with the facility’s format.
- FWE provides feedback to OTAS on implemented treatment as well as documentation.

Day 5 (or last day)

- OTAS continues to assist with treatment sessions as appropriate.
- FWE completes Level I Fieldwork Performance Evaluation (L1 FWPE) scoring and meets with OTAS to discuss results.
- OTAS completes Level I Student Evaluation of the Fieldwork Experience (L1 SEFWE) and meets with FWE to discuss results.
- OTAS turns in original copies of FWPE and SEFWE to Central Piedmont instructor.