BEFORE THE STUDENT ARRIVES

- Review the student manual
- Review the orientation outline
- Get to know the student
  - Review the information sent from the school
  - Interview the student
- Get to know yourself
  - Complete the Self-Assessment Tool for Fieldwork Educator Competency (AOTA).

WHEN THE STUDENT ARRIVES

- Provide a Tour
  - Include all areas- bathroom, lounge, etc…
  - Provide necessary introductions.
  - Review the following with the student:
    - Manual
    - Schedule of Placement
    - Supervision/Communication
      - Primary Supervisor
      - Structure of Supervision: Information on supervisory meetings, etc..
      - Giving/Receiving of Feedback- how it will be handled

THROUGHOUT THE FIELDWORK EXPERIENCE

- Provide feedback on a continuous basis
- Provide supervision both informally on an on-going basis throughout the week and formally in meetings held at least weekly
- Adapt and grade the experience as the student requires; provide challenges or assistance as needed
- Deal with issues as they come up; don’t wait! Contact the Academic Clinical Director as needed

MIDTERM

- Complete midterm evaluation
- Review with student
- Make contact with the affiliating school
EVALUATION

- Complete the Fieldwork Performance Evaluation (FWPE); allow at least 2 hours to complete
- Set time with student to review
- Review both with the student: the FWPE and the Student Evaluation of the Fieldwork Experience.
- Mail all original documents to the student’s school as soon as possible, but within 72 hours of completion of the fieldwork.