

Level I Fieldwork Attendance Policies and Procedures

Attendance policy for Level I Fieldwork (one-week full time block placement)

Students are required to attend and participate in all scheduled Level I fieldwork placements for the entire period of the assigned placement. It is the responsibility of the student to report any fieldwork schedule changes to the UND Occupational Therapy Department in accordance with the departmental attendance policies. If the student misses more than 4 hours of a scheduled one-week block placement due to circumstances that are out of the student's control (i.e., weather conditions, illness, funerals, etc.), the student must notify the academic fieldwork coordinator and the course instructor so alternative arrangements can be made to fulfill the course requirement. Alternative arrangements may include agreed upon assignment(s), rescheduling missed hours, etc. to support the goal of Level I fieldwork which is, "to introduce students to fieldwork, apply knowledge to practice, and develop understanding of the needs of clients" (Accreditation Council for Occupational Therapy Education [ACOTE], 2018, p.41).

Responsibilities related to missed hours during Level I (one-week full time block placement)

Academic Fieldwork Coordinator (AFWC) Responsibilities: It is the responsibility of the academic fieldwork coordinator to meet with the student to discuss number of hours missed and experiences he or she had during the time he or she was present at the fieldwork site. The academic fieldwork coordinator will communicate with the course instructor to identify alternative arrangements to fulfill the course requirement. Alternative arrangements may include agreed upon assignment(s), rescheduling missed hours, etc. The final plan will be communicated to the course instructor and the student.

If the plan is to reschedule missed fieldwork hours, the academic fieldwork coordinator will contact personnel at possible fieldwork sites for the student, to determine site availability. Once a plan is established, the academic fieldwork coordinator will work with the student to complete any pre-requisite requirements and provide the student with contact information for the fieldwork site. When a plan is in place to make up the missed hours, the academic fieldwork coordinator will communicate the plan to the student and the course instructor via email.

If the plan is to meet the course requirements by means other than rescheduling missed hours, the course instructor will work individually with the student to identify appropriate assignment(s) to fulfill the course requirement.

Course Instructor Responsibilities: Once the course instructor has been notified of missed hours, the academic fieldwork coordinator and course instructor will communicate to identify alternative arrangements to fulfill the course requirements. Alternative arrangements may include agreed upon assignment(s), rescheduling missed hours, etc. The final plan will be communicated to the course instructor and the student by the academic fieldwork coordinator.

If the plan is to reschedule missed fieldwork hours, the course instructor will communicate with the student regarding completion of assignments related to fieldwork. The course instructor and the

student will be notified by the academic fieldwork coordinator regarding the plan to make up the missed hours. At the conclusion of the semester, the course instructor will either (1) assign an incomplete grade or (2) assign grade. If an incomplete grade was assigned, course instructor will remove incomplete grade and assign graded earned by the student upon receiving verification of completed hours and all required fieldwork related assignments and performance evaluation. Upon review of the student assignments, performance evaluation will be provided to the academic fieldwork coordinator by the course instructor.

If the plan is to meet the course requirements by means other than rescheduling missed hours, the course instructor will work individually with the student to identify appropriate assignment(s) to fulfill the course requirement.

Student Responsibilities: It is the responsibility of the student to notify both the course instructor and the academic fieldwork coordinator of missed hours during Level I fieldwork. The student will meet with the academic fieldwork coordinator to discuss number of hours missed and experiences he or she had during the time he or she was present. The academic fieldwork coordinator will communicate with course instructor to identify alternative arrangements to fulfill the course requirement and communicate this plan to the student.

If the plan is to reschedule missed fieldwork hours, the student will notify academic fieldwork coordinator of their availability to make up hours missed. Once the plan has been established, the student will be notified by the academic fieldwork coordinator. The student will work with the academic fieldwork coordinator to complete any pre-requisite requirements and to send an email contact to the fieldwork site prior to the scheduled make-up. It is the responsibility of the student to communicate with the course instructor regarding assignment details and performance evaluation related to level I fieldwork.

[Attendance policy for Level I Fieldwork \(scheduled across the semester\)](#)

Students are required to attend and participate in a specified number of hours of direct contact with their assigned participant during the fieldwork experience. The specified number of hours required for placement is indicated by each course in which the fieldwork occurs. In the case that the student must miss a previously scheduled visit, it is expected that the student will email the contact person at the community agency and his or her small group instructor. Additionally, students must notify the community agency and small group instructor if a previously scheduled visit was cancelled or unattended by his or her assigned participant.