

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Fieldwork Contract**  
**San Jose State University**  
**Department of Occupational Therapy**

Level I and Level II fieldwork experiences provide the critical bridge from classroom theory to actual practice for occupational therapy students. The purpose of Level I fieldwork is to establish a fundamental level of comfort with clients as well as a basic understanding of their needs. Level II fieldwork is designed to facilitate the development of competent, entry-level, generalist occupational therapists. In order for students to fully benefit from these fieldwork experiences it is essential that certain behavioral and performance standards are achieved and maintained. Thus, it is required that all San Jose State University occupational therapy students acknowledge their understanding of the Occupational Therapy Departmental policies regarding fieldwork in writing before commencing either Level I or Level II fieldwork experiences. Please read the following fieldwork policies and sign where indicated to acknowledge your understanding of these policies.

1. Each student will be placed in two Level I fieldwork experiences during their academic program (OCTH 276 and OCTH 286).
2. Each student will be placed in two consecutive twelve week Level II fieldwork experiences (201A and 201B) upon the successful completion of their academic program (one in a psychosocial setting and one in a physical disabilities setting).
3. While students' fieldwork preferences are taken into consideration, they must be balanced by the availability and variety of placements that are needed to develop well rounded, competent entry level occupational therapists.
4. All requests for fieldwork placements are made by the Academic Fieldwork Coordinator—**not the student**. If a student has an interest in a specific facility, he/she should discuss this with the Academic Fieldwork Coordinator who will then contact the site directly. Sites contacted independently by students will not be considered for fieldwork placements.
5. Students who fail a fieldwork (either Level I or Level II) or decide to end or abandon a fieldwork site will receive a No Credit grade and will not be provided with another fieldwork site immediately and will need to postpone their fieldwork until the next rotation depending on availability. They will also need to submit a letter to the department faculty in the form of a petition describing an action plan of how they will be successful on subsequent fieldwork experiences. No further fieldwork placement activities will be provided until the student's action plan is approved.
6. Only one fieldwork designated OT course may be repeated (i.e., OCTH 276, OCTH 286, OCTH 201A and OCTH 201B). If a student fails two fieldwork designated OT courses (or the same course twice), he/she is disqualified from the OT program.
7. Grades for Level II Fieldwork are given on a Credit/No Credit basis and are based on the student's score on the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student (FWPE). There are two formal evaluation periods during the Fieldwork Level II: one at 6 weeks (midterm) and one at 12 weeks (final) using the (FWPE). There are also optional informal evaluations at 4 weeks and 8 weeks to facilitate communication between the student and the fieldwork educator.
8. Once a student is confirmed at a fieldwork site, the student may not change their placement to another fieldwork site. Our fieldwork sites are an integral part of our OT program at SJSU, and the time Fieldwork Educators volunteer and dedicate to our students is highly valued and much appreciated by our faculty. It is disrespectful as well as unprofessional to back out of a prior fieldwork commitment. This reflects poorly on the student as well as the university. If there are extenuating circumstances regarding a fieldwork placement, the student can present his/her case in the form of a petition to the faculty for consideration. Students who back out of a fieldwork placement will not be eligible for a replacement fieldwork setting until the next rotation.

9. Based on pedagogical soundness, the Department of Occupational Therapy has followed a practice of not placing students at sites where they have previously had a working relationship (i.e., volunteered, worked) or where students have a family member who is part of the OT staff (and in some cases facility staff). This practice avoids potential conflicts of interest that could produce either an unfair advantage or disadvantage for the student.
10. Students are permitted holidays in accordance with the fieldwork site's policies.
11. A maximum of three days are allowed in the event of illness or emergencies—***these are not to be used as vacation time***. Any time taken off by the student beyond these three days is to be made up by the student. If the student receives approval from their fieldwork site for vacation time, he/she must make up the time taken off.
12. The Department of Occupational Therapy follows the AOTA recommended fieldwork experience dates. Exceptions to fieldwork dates will only be made if requested directly by the facility (not the student). Students who attempt to make independent arrangements with their clinical supervisors risk losing their fieldwork placements.
13. Students are required to provide their health records directly to the clinical site before the first day of the fieldwork.
14. The Student hereby grants the Academic Fieldwork Coordinator permission to provide potential Fieldwork Educators with the students personal contact information (i.e., email address and/or phone number) for the purpose of initiating communications between the two parties and securing placement.
15. It is the responsibility of the student to review the fieldwork files and contact their fieldwork site to verify if their site has specific requirements which must be met (i.e., background checks, drug checks, fingerprinting, lab coat, DMV clearance, additional medical tests/documentation, etc.).
16. Students must maintain professional and ethical behavior at all times during the fieldwork experience, according to AOTA and facility standards.
17. Students are expected to take an active part in their learning as well as the supervisory process by seeking and utilizing available resources to support their learning and client outcomes.
18. It is the responsibility of the student to retain completed copies of the performance evaluation and student evaluations forms at their fieldwork placement.
19. In accordance with the Presidential Directive 97-03, students must register with the Disabilities Resource Center (DRC) to receive accommodations for specific disabilities (please refer to website [www.drc.sjsu.edu](http://www.drc.sjsu.edu) or call for details (408) 924-6000). Students are responsible for providing the appropriate documentation regarding their disabilities to the Disabilities Resource Center (DRC).

I acknowledge that I have read, understand, and agree with the San Jose State University Department of Occupational Therapy fieldwork policies as outlined in this document:

<b>Student Signature</b>	<b>Date</b>
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