OTA 290 & OTA 295 Level II Fieldwork

Missouri Health Professions Consortium
Occupational Therapy Assistant Program
Summer 2022
CLASS MEETINGS: Students will be assigned to a clinical site on a full-time basis for each 8-week Fieldwork Experience for Rotation A and Rotation B. Schedules are based on site needs and may include weekends, early mornings, and/or evenings.

INSTRUCTOR: Please note each student will have an on-site Fieldwork Educator who will determine pass/fail status per the AOTA: Fieldwork Performance Evaluation of the Occupational Therapy Assistant Student. The AFWC reserves the right to make final determinations regarding transcript grade.

OFFICE HOURS: By appointment only. Please call or email to schedule appointment.

COURSE DESCRIPTION: Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of a currently licensed or otherwise regulated occupational therapist or occupational therapy assistant (under the supervision of an occupational therapist) who has a minimum of 1 year full-time (or its equivalent) of practice experience subsequent to initial certification and who is adequately prepared to serve as a fieldwork educator. The goal of Level II fieldwork is to develop competent, entry-level, generalist occupational therapy assistants. The experience will promote clinical reasoning, ethical practice and develop professionalism and competency in career responsibilities.

TEXTBOOKS: Students are encouraged to refer to the fieldwork section of the 2022 MHPC OTA Student Handbook throughout Level II Fieldwork. Textbooks from the didactic portion of the MHPC OTA program should be utilized during Level II Fieldwork to strengthen ties between didactic and fieldwork education.

PRE-REQUISITES FOR LEVEL II OTA 290/295 FIELDWORK: Both Level II fieldwork experiences occur after successful completion of Fall/Spring Fieldwork, Lab Checkout, and all required coursework. Level II fieldwork must be completed within 12 months from the date of completion of the didactic portion of the OTA program. Each of the traditional rotation experiences are full time, 8-week placements with Rotation A: May - June and Rotation B: June - August. The OTA program uses a “best fit” assignments for students and fieldwork sites. Identified sites will not be available to all students. Please refer to the policy related to the fieldwork selection process.
**LEVEL II REQUIREMENTS:** (Unless an exemption is granted by the program director or AFWC)

- one placement must be in Missouri
- one placement must be in a nonmetropolitan community setting (Columbia, MO is considered rural)
- one placement must be in an adult physical dysfunction setting
- supervision must be provided by a licensed occupational therapist or occupational therapy assistant with a minimum of one-year experience since successful completion of the initial certification examination
- students are required to successfully complete a minimum of two full-time eight-week Level II Fieldwork experiences in order to graduate from the MHPC OTA program

**HOW THE COURSE RELATES TO CURRICULUM DESIGN:** Students will apply the knowledge they acquired from the didactic portion of the curriculum to the career responsibilities required during their Level II Fieldwork experience. Students will have the opportunity to work within their communities, applying clinical knowledge focusing on occupation-based intervention appropriate to the occupational therapy assistant role. While applying clinical reasoning, students will have the opportunity to integrate the profession’s ethical standards into their practice while developing professionalism and competency to become an entry-level, generalist occupational therapy assistant.

**LEARNING OBJECTIVES:** All ACOTE standards covered through the MHPC OTA program didactic coursework will transfer into Level II Fieldwork as students apply knowledge and skills into clinical practice. Specifically, for successful completion of the Level II fieldwork experience, students are expected to demonstrate entry-level competency in providing occupational therapy services through:

- gathering and sharing data for the purpose of screening and evaluation
- administration of selected assessments using appropriate procedures and protocols
- articulation of the role of the occupational therapy assistant and occupational therapist in the screening and evaluation process and rationale for supervision and collaboration
- identification of appropriate recommendations to the Occupational Therapist including the need for additional evaluation and/or transition
- assisting with the development of occupation-based, client-centered intervention plans and strategies
- selection and provision of direct occupational therapy interventions utilizing the occupational contexts
- therapeutic use of self in delivery of evidenced-based occupational therapy services
- appropriately fulfilling their role in care coordination, case management, and transition of service in traditional and/or emerging areas of practice
• promotion of community programming and resources to support performance in the client’s natural setting
• provision of relevant education and counseling for recipients and their support network
• effective communication regarding the provision of occupational therapy services in interdisciplinary, facility, and community settings
• timely production of required documentation to ensure accountability of service provision and to meet reimbursement standards
• maintaining appropriate treatment responsibilities in case load and support services in the treatment setting
• completion of the learning activities required by the fieldwork facility in a timely and professional manner
• displaying ethical reasoning, professional behavior, sound judgment and related communication skills
• ensuring a safe treatment environment by adhering to consistent safety regulations and accident prevention

STUDENT EXPECTATIONS / RESPONSIBILITIES:

• Arrange transportation and housing needs for fieldwork experience.
• Students are responsible for all costs associated with relocation, room and board, travel and insurance (as required by site).
• Students are responsible for identifying a consistent means to access the internet for communications and program specific course assignments. Students are to access their email address on file with the MHPC OTA program throughout the Level II Fieldwork experience at least every 48 hours for announcements.
• Communicate to family and other support systems regarding time commitments, the possibility of relocation/travel and associated costs with Level II Fieldwork.
• Students should be prepared for last minute site cancellations, which may result in unanticipated travel costs and/or relocation.
• Maintain immunizations, BLS certification, and other site requirements which may include health insurance or additional liability insurance.
• After placement has been confirmed, but prior to start date contact facility in accordance with program instructions.
• Follow the Fieldwork dress attire as outlined in the student handbook or follow the site dress code, including name badge as deemed appropriate via your FWE.
• Be prepared to put in additional time, outside of the work day, preparing and researching information relevant for treatment planning to best prepare for daily responsibilities related to patient care and other responsibilities identified by the FWE(s).
• Communicate clearly and professionally with the Fieldwork Educator(s) throughout the experience to ensure expectations and objectives are understood and being met to the best ability of the student.
• Inform AFWC at MHPC regarding any problem situations that are not resolved between student and fieldwork supervisor.
• Check and utilize course OTA 290/295 on Canvas for relevant information, assignments and announcements.
• Participate in Discussion Board assignments and utilize Canvas to communicate with peers and AFWC throughout the Fieldwork experiences. During both Level II fieldwork rotations, students complete online discussion boards which focus on the psychological and social factors influence on occupational engagement. Occupational engagement is key in client-centered, meaningful, occupation-based outcomes. Students explain how psychosocial factors have influenced their clients' ability to engage in occupations during treatment.

**MIDTERM – ROTATION A & B:**

• Prior to meeting with your Fieldwork Educator(s) for midterm, OTAS (occupational therapy assistant student) will Complete Midterm Self-Assessment (link sent to your school email address via Formstack) during student’s own time the week of Midterm.
• Make an appointment with your Fieldwork Educator(s) during midterm review week, and share your self-assessment with him/her at that time and receive your midterm score and feedback at that time.
• **Upload to Canvas your midterm score** from the AOTA: *Fieldwork Performance Evaluation of the Occupational Therapy Assistant Student.* (AOTA: FPE-OTAS)
  o NO later than 11:59 pm, May 27, 2022 (Rotation A) and July 22, 2022 (Rotation B)
  o If a student receives a grade of **90 and below** he/she will be **required** to schedule an appointment with the AFWC to develop an action plan to address areas in need of improvement (Those items scoring 2 and below on the midterm).
  o If a student receives a grade of **75 and below** he/she is **required** to complete all of the above as well as create a **Learning Contract** with the AFWC or program director in conjunction with the site FWE.

**FINAL – ROTATION A & B:**

• Prior to meeting with the Fieldwork Educator(s) for the final evaluation, OTA Students are required to complete the **Student Evaluation of Fieldwork Experience** (SEFWE) (located on 290/295 Course Canvas site) during the student’s own time the last week of fieldwork.
• Make an appointment with your Fieldwork Educator(s) during the Final week to share your SEFWE and review it at the same time as the review of the Final AOTA: FWPE-OTAS. They both must be signed by your FWE(s).
  o NO later than **12:00 pm on June 24, 2022** (Rotation A) and **12:00 pm on August 19, 2022** (Rotation B), student will **Upload to Canvas** the final score of the AOTA *Fieldwork Performance Evaluation of the Occupational Therapy Assistant Student*.

**OVERALL FINAL SCORES:** PASS - 91 and above AND a score of 3 or above on Section I of the AOTA *Fieldwork Performance Evaluation of the Occupational Therapy Assistant Student*; FAIL - 90 and below OR scoring below a 3 on all questions in Section I of the Evaluation.
  o Please note each student will have an on-site Fieldwork Educator who will determine pass/fail status per the AOTA: FWPE-OTAS. The AFWC reserves the right to make final determinations regarding transcript grade.
  o **Final grades will not be released until the Fieldwork Performance Evaluation of the Occupational Therapy Assistant Student** are submitted by the fieldwork supervisor via Formstack to be reviewed by the MHPC OTA program. Students cannot register for the NBCOT exam without an official transcript indicating the student has graduated.

**ASSIGNMENTS:**
• OTA 290/295 Professionalism Signature due by 11:59 pm May 4, 2022.
• OTA 290/295 Syllabus Signature Page due by 11:59 pm May 4, 2022.
• Level II Fieldwork Timesheets are due weekly by 11:59 pm Saturday. Please email to Jennifer Smith.
• Level II FW Checkoffs are due weekly by 11:59 pm every Saturday. Please email to Jennifer Smith.
• OTA 290 Students are to email and upload to Canvas the name, credentials (i.e. OTR or COTA), and best phone number and email address of supervisor(s) by the end of the third day of both fieldwork rotations (May 4 for rotation A and June 29 for rotation B) to: and to the appropriate Canvas Tab. **And again**, if there are any changes to the student’s fieldwork educator.

• OTA 290 Discussion Board One (Evidence-Based/Occupation-Based): Due by 11:59 pm Saturday, May 21.
• OTA 290 Discussion Board Two (Psychosocial): Due by 11:59 pm Saturday, June 11.
• OTA 290 Midterm Score (depending on score full documentation may be required, see above): Due by 12:00 pm Friday, May 27.
• OTA 290 AOTA FW Data Form: Due by 11:59 pm Saturday, June 4.
• OTA 290 SEFWE Form: Due by 12:00 pm Friday, June 24.
• OTA 290 Final (see above for description): Scores due to Canvas June 24 by 12:00 pm.
OTA 295 Students are to email and upload to Canvas the name, credentials (i.e. OTR or COTA), and best phone number and email address of supervisor(s) by the end of the second day of both fieldwork rotations to: rthroneberry@sfccmo.edu and to the appropriate Canvas Tab. And again, if there are any changes to the student’s fieldwork educator.

- OTA 295 Discussion Board One (Evidence-Based/Occupation-Based): Due by 11:59 pm Saturday, July 16.
- OTA 290 Discussion Board Two (Psychosocial): Due by 11:59 pm Saturday, August 6.
- OTA 290 Midterm Score (depending on score full documentation may be required, see above): Due by 12:00 pm Friday, July 22.
- OTA 290 AOTA FW Data Form: Due by 11:59 pm Saturday, July 30.
- OTA 290 SEFWE Form: Due by 12:00 pm Friday, August 19.
- OTA 290 Final (see above for description): Scores due to Canvas August 19.

All assignments will be available via Canvas. It is imperative for students to check email / Canvas for Fieldwork II OTA 290/295 course, as noted, to complete all assignments in a timely manner.

- Additional assignments outside of patient care will be provided by the Fieldwork Educator / clinical site.
- Students are expected to complete all assignments in a professional and timely manner following the guidelines of the clinical site.
- Students may be assigned additional work by the AFWC and/or Program Director to ensure fieldwork expectations and hours are met.

**GRADING:** Grading will be on a Pass / Fail basis. Grading will be determined by 1) Formal evaluation completed by the student’s onsite Fieldwork Educator(s) and input from the MHPC faculty. Formal evaluation will utilize The AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student; AND 2) Timeliness and accuracy of timesheets, Level II Fieldwork Checkoffs forms, Canvas assignments, discussion boards, and response to OTA program emails.

A student may be removed from a fieldwork rotation at any time including but not limited to one or more of the following:

- Failing to meet fieldwork objectives despite repeated instruction and/or correction.
- Failing to demonstrate professional conduct.
- Failing to demonstrate behaviors that constitute fundamentally safe occupational therapy practice.
- Failing to consistently follow the dress code despite correction.
• Failing to consistently follow guidelines for required paperwork.
• Failing to consistently meet discussion board requirements.
• Consistently demonstrating clinical behaviors that place others (patients, coworkers, fellow students, faculty, etc) at risk.
• Inability to maintain satisfactory clinical progress leading to a failure of the fieldwork rotation.
• Inability to meet terms for remediation and correction.
• Failing to follow substance abuse policy.
• Requiring an inordinate amount of faculty guidance or remediation to maintain safe practice.
• Dismissal from the site.
• Breaching site policies that would result in dismissal if employed by said institution. Examples include but are not limited to:
  o HIPAA Infractions
  o No call, no show
  o Excessive absenteeism or tardiness
  o Insubordination (Failure to recognize the authority of a superior, i.e. FW Educator, Rehab Director, Lead therapist...)
  o Inappropriate use of cell phone

Removal from or failure of a Level II Fieldwork will result in a grade of “F” and dismissal from the program. In the event that the student wants to request an additional rotation, he/she must apply for a remedial placement within five business days from the formal date of dismissal. Faculty review will determine if a student will be provided a remedial Level II fieldwork experience in order to successfully complete the MHPC OTA Program. Only in exceptional circumstances will a remedial rotation be granted and all additional tuition and fees consistent with the home campus college policies will apply. The determination to provide the student with another opportunity will be based on the fieldwork evaluation and educator comments, previous fieldwork rotation performance, professional behaviors, previous advising forms and academic performance in the didactic coursework component of the program.

If the faculty determines that another opportunity is not warranted, the student will be dismissed from the program. The student will need to notify their home campus. If an additional opportunity is provided, the student will be placed in the first available site the Academic Fieldwork Coordinator is able to secure. Dates of the additional fieldwork experience will be determined by the Academic Fieldwork Coordinator in conjunction with the identified fieldwork site. Student graduation will likely be significantly
delayed. A student who fails the additional Level II Fieldwork rotation offering will be dismissed from the MHPC OTA Program without the opportunity to apply for an additional remediation.

**STANDARDS FOR AN ACCREDITED OCCUPATIONAL THERAPY ASSISTANT EDUCATIONAL PROGRAM 2018**

**ACOTE STANDARD**

**C1.1.** Ensure that the fieldwork program reflects the sequence and scope of content in the curriculum design, in collaboration with faculty, so that fieldwork experiences in traditional, nontraditional, and emerging settings strengthen the ties between didactic and fieldwork education.

**C1.4.** Ensure that the ratio of fieldwork educators to students enables proper supervision, and provides protection of consumers, opportunities for appropriate role modeling of occupational therapy practice, and the ability to provide frequent assessment of student progress in achieving stated fieldwork objectives.

**C1.6.** The program must have evidence of valid memoranda of understanding in effect and signed by both parties from the onset to conclusion of the Level I fieldwork and the Level II fieldwork if it involves an entity outside of the academic program. (Electronic memoranda of understanding and signatures are acceptable.) Responsibilities of the sponsoring institution(s) and each fieldwork site must be clearly documented in the memorandum of understanding.

**C1.7.** At least one fieldwork experience (either Level I...
or Level II) must address practice in behavioral health, or psychological and social factors influencing engagement in occupation.

**C 1.10.** Require a minimum of 16 weeks’ full-time Level II fieldwork. This may be completed on a part-time basis, as defined by the fieldwork placement in accordance with the fieldwork placement’s usual and customary personnel policies, if it is at least 50% of an FTE at that site. The student can complete Level II fieldwork in a minimum of one setting if it is reflective of more than one practice area, or in a maximum of three different settings.

**C.1.11.** Document and verify that the student is supervised by a currently licensed or otherwise regulated occupational therapist or occupational therapy assistant (under the supervision of an occupational therapist) who has a minimum of 1 year full-time (or its equivalent) of practice experience as a licensed or otherwise regulated occupational therapist or occupational therapy assistant prior to the onset of the Level II fieldwork. Ensure that the student supervisor is adequately prepared to serve as a fieldwork educator prior to the Level II fieldwork. The supervising therapist may be engaged by the fieldwork site or by the educational program.

**C.1.12.** Document a mechanism for evaluating the effectiveness of supervision (e.g., student evaluation of

**BASED, CLIENT CENTER ACTIVITIES**

**TIMESHEETS:**

**WEEK 1-8**

**DAY 3 EMAIL**

**STUDENT EVALUATION OF FIELDWORK EXPERIENCE (SEFWE)**
fieldwork) and for providing resources for enhancing supervision (e.g., materials on supervisory skills, continuing education opportunities, articles on theory and practice).

**C.1.13.** Ensure that Level II fieldwork supervision is direct and then decreases to less direct supervision as appropriate for the setting, the severity of the client’s condition, and the ability of the student to support progression toward entry-level competence.

**C1.15.** Document mechanisms for requiring formal evaluation of student performance on Level II fieldwork (e.g., the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student or equivalent).

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**DISCUSSION BOARD POST: SUPERVISION**

**FINAL FIELDWORK PERFORMANCE EVALUATION**

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**MHPC OTA Program Rubric**

This rubric will be used for all assignments, except discussion board assignments (separate rubric template). Points will vary for each assignment; however, the same scale will be used for all.

Students will be rated by the following scale:

- **Not Meeting (NM) 69% and below** — Student has not met the requirements as given in the assignment description for this assignment. Student has several grammatical, punctuation or spelling errors. *(NOTE: If a student has more than 3 spelling, grammatical, and/or...*
punctuation errors, they will automatically be given a score of “Not Meeting”. The student will receive a score of “0” for that portion of the assignment.)

• **Developing (D) 70%-78%** — Student demonstrates a beginning level of understanding of the given topic. Student’s responses are superficial, or are taken directly from an outside source without appropriate citation. Student’s critical thinking is not specific or presents with illogical elements. Reader is unsure of how content relates to given assignment. Student uses minimal sources (i.e. only textbooks) to support ideas.

• **Meets Expectations (M) 80%-94%** — Demonstrates work expected of students at this level of OT education. Student accurately cites and uses outside resources to support their work, including OT specific interventions and suggestions as applicable. Demonstrates clear understanding of given assignment.

• **Exceeds Expectations (E) 95%-100%** — Demonstrates work at the level of an entry level OTA. Uses evidence-based sources with accurate citation to support, extend, and inform, but not substitute the student’s own development of the idea. Combines material from a variety of sources, including personal observation, lecture and lecture notes, class discussions, and OT peer-reviewed journal articles. Student doesn’t overuse quotes.

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<th>Criteria</th>
<th>N</th>
<th>M</th>
<th>D</th>
<th>E</th>
<th>Points</th>
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<td>Student fulfilled all areas of assignment, as indicated in the assignment description. (70%)</td>
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**Missouri Health Professions Consortium OTA Program**  
OTA 290, OTA 295 – Level II Fieldwork Summer 2022

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<tr>
<th><strong>Life-Long Learning (10%)</strong></th>
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<tr>
<td>• Student included use of evidence to support work</td>
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<td>• Student demonstrated knowledge of content of major concepts</td>
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<td>• Implemented current practice trends</td>
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<th><strong>Occupation-Based Theory (10%)</strong></th>
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<td>• Student identified impact (enhance &amp;/or hinder) on occupational performance</td>
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<td>• Identified community involvement of client</td>
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<tr>
<td>• Functional, meaningful activity</td>
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<td>• Productive living</td>
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<tr>
<th><strong>Ethics &amp; Professionalism Standards (10%)</strong></th>
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<td>• Student demonstrated familiarity with grammar, punctuation, spelling, and word usage; little or no surface detail errors. Presentation is professional.</td>
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<tr>
<td>• Showed clarity regarding the order in which content is presented</td>
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<td>• Appropriate use of citations when used</td>
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<td>• Reflection of various perspectives of individuals</td>
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<th><strong>Assignment Grade</strong></th>
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| **Overall Comments** |  |

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**ATTENDANCE POLICY**
Missouri Health Professions Consortium (MHPC)

Students are expected to attend all fieldwork dates during Level II fieldwork. **In the event students become ill** during a Level II fieldwork students will be allowed to have one (1) excused absence per Level II rotation. Report any missed days to AFWC as well as site FWE. Students missing in excess of three (3) days during a Level II fieldwork may fail the rotation or be required to extend their rotation dates. It is at the discretion of the FWE and/or the AFWC to require a doctor’s excuse for prolonged absences. **Please note if a fieldwork site has a “no miss” policy students must follow the individual site's policy.**

Excused absences are valid only for medical illness of the occupational therapy assistant student. **Time missed due to a family illness is not excused. Students may be dismissed from the program due to absenteeism or tardiness** during fieldwork rotations. A learning contract may be utilized if attendance becomes an issue at the discretion of the AFWC and/or Program Director.

** Students who have children and/or care for family members are strongly encouraged to have multiple back-up plans in place for the care of anyone outside of themselves during all Level I and Level II fieldwork dates.

ACADEMIC POLICY

The Missouri Health Professions Consortium (MHPC) considers academic dishonesty a serious offense. Students are expected to be familiar with their home campus’ definitions and explanations of academic dishonesty. MHPC will uphold and refer to those definitions.

The department will not tolerate plagiarism, cheating, unauthorized possession of exams or exam questions/information, tampering with instructor’s grade book or grades, or in any way producing class work, papers, or exams through deceptive, illegitimate means. Any student who commits an act of academic dishonesty is subject to disciplinary action and possible dismissal from the program.

Academic honesty is fundamental to the activities and principles of a program. All members of the academic community must honorably have acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.
AMERICANS WITH DISABILITIES ACT
Students who have disabilities that qualify under the Americans with Disabilities Act (ADA) should register with their home campus if requesting accommodations and/or assistance. All members of the Missouri Health Professions Consortium comply with ADA guidelines. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the course instructor immediately and contact the Access/ADA Office at your college to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. Students may register for assistance through their respective home campuses. The student's home campus is the point of contact for issues related to accommodations. The MHPC OTA Program supports and upholds the policies of the partnering community colleges. If the student has difficulty identifying the appropriate contact at his/her respective college, the MHPC OTA Program Faculty and Program Director will assist him/her with making contact and accessing needed services.

NOTICE OF NON-DISCRIMINATION
The Missouri Health Professions Consortium and its member institutions do not discriminate on the basis of race, color, religion, sexual orientation, genetics, national origin, ancestry, gender, age, disability, veteran status, and marital or parental status in admissions, programs and activities, and employment. Inquiries concerning nondiscrimination should be directed to the student’s home campus. The student's home campus is the point of contact for issues related to discrimination. The MHPC OTA Program supports and upholds the policies of the partnering community colleges. If the student has difficulty identifying the appropriate contact at his/her respective college, the MHPC OTA Program Faculty and Program Director will assist him/her with making contact and accessing needed services.

MHPC TITLE IX STATEMENT
The MHPC OTA Program will not tolerate a hostile environment. Thus, prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence.

INTELLECTUAL PLURALISM
The MHPC Program welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in this class (including respect for diverse opinions) may contact the Program Director. All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.
OTA 290 and OTA 295 – Level II Fieldwork

2022 OTA 290/295 SIGNATURE PAGE

- It is your responsibility to read the course syllabus.
- You will be expected to abide by the regulations contained within.
- If anything is unclear, discuss it with the AFWC immediately.
- If any MHPC policy is unclear, discuss it with the AFWC immediately.
- You are encouraged to refer to the syllabus frequently.
- Refer to the Student Handbook frequently.

Your signature below confirms that you have read, understood and agree to the conditions as stated in this syllabus:

_____________________________________________  _____________________________
Student Signature                      Date

_____________________________________________
Print Name

Please sign & upload to Canvas