

GLOSSARY OF FIELDWORK TERMS

In an effort to efficiently communicate information pertinent to fieldwork educators, fieldwork sites and those who might like to start a fieldwork program the academic fieldwork coordinators in Ohio are working cooperatively to provide a series of articles about fieldwork and the standards that govern them. In this first article we provide a glossary of terms that will be useful in understanding future articles.

Academic Fieldwork Coordinator (AFWC): The coordinator of the clinical education program, both Level I and Level II

ACOTE: The Accreditation Council for Occupational Therapy Education; establishes standards for all accredited OT and OTA educational programs for academic curriculum content and fieldwork expectations. **AOTA:** The American Occupational Therapy Association.

BlackBoard™: An online program used for assignments and communication during fieldwork experiences; the place where online fieldwork and pre-fieldwork readings will be maintained.

Cancellation: Fieldwork site terminates a placement after a specific student has been assigned.

Clinical Education Manual: A resource prepared by an educational program and provided to a fieldwork site. It outlines curriculum, fieldwork specific standards and other information that may be useful to a site

Confirmation: Form returned to an educational program by the fieldwork site, indicating acceptance of student placement.

Educational Program: The university program, academic curriculum.

Entry-Level: Officially recognized point of entry into the field at the professional (OT) or technical (OTA) levels; the level at which a profession awards a credential (passing the NBCOT exam = OTR or COTA).

Fieldwork Data Form: Form provided by the fieldwork site containing detailed information about the site, from population served to hours worked. ACOTE requires this or similar form be obtained by each educational program.

Fieldwork Educator: Terms used to describe the supervisor at a clinical site. **Fieldwork Seminar Series:** A series of *mandatory* meetings scheduled by an educational program designed to help students prepare for or be successful in upcoming fieldwork experiences.

Fieldwork Site: The location of the fieldwork experience, also called clinical site or field placement.

FW: Abbreviation for "fieldwork"

FWPE: The Fieldwork Performance Evaluation; this form was developed by AOTA, is based on an entry-level standard, and is used nationally to assess student performance during Level II fieldwork. The FWPE replaced the previous FWE that was used for many years. Some educational programs assign a letter grade and others assign pass/fair designation.

Internship: Also called Level II fieldwork or affiliation.

Level I Fieldwork: Sometimes called Practicum. These are the initial clinical experiences, generally occurring during the first year of the curriculum.

Level II Fieldwork: At the conclusion of all academic coursework, OT programs require twenty four weeks of full-time fieldwork, and OTA programs require 16 weeks of full time fieldwork. Experiences are generally divided into two experiences. Also called internship or affiliation.

Memorandum of Understanding: What ACOTE calls the contract with the fieldwork site outlining legal responsibilities of the site, school and student. Before a student may attend fieldwork at a site, a contract must be in place. The Agreement defines terms, procedures, liability and laws under which fieldwork occurs. Sometimes also called contract or affiliation agreement.

OTS/OTAS: Abbreviation for Occupational Therapy Student or Occupational Therapy Assistant Student respectively.

Personal Data Sheet: Form completed by student prior to fieldwork assignment that will be sent to the selected fieldwork sites.

Practicum: Also called Level I fieldwork (see above).

Professional Liability Insurance: All students are *required* to carry professional liability and malpractice insurance throughout their academic program and fieldwork experiences. This insurance is generally purchased as a group policy from and is paid by the university for each student.

SEFWE: Student Evaluation of Fieldwork Experience; The form used by every student to summarize fieldwork at the conclusion of the experience. These forms must be reviewed with the supervisor and turned in to AFWC. Copies are kept in the fieldwork files for students to review during the site selection process.

Mary Arnold, MA, OTR/L
Zane State College
Zanesville, OH
Arnold@oota.org