

USC Division of Occupational Science and Occupational Therapy

STUDENT'S RESPONSIBILITIES DURING FIELDWORK

Attendance Requirement

You are required to complete the equivalent of twelve full-time weeks for each different fieldwork experience for a total of the equivalent of 24 weeks of Level II fieldwork experiences to be eligible for the national certification (NBCOT) examination. Any absences, illness, or other circumstances jeopardize the minimum attendance requirement, and the student may be required to remain at the facility until the minimum number of weeks has been completed. This is determined by the Fieldwork Educator or Supervisor and the USC Academic Fieldwork Coordinator.

Absences

There are no excused absences except those required by USC Division of Occupational Science and Occupational Therapy and the fieldwork site. All time missed is subject to being made up. Contact the Academic Fieldwork Coordinator if there are any questions. Extended absences may affect the student's course grade and eligibility to take the NBCOT Certification Exam.

Schedules

Some fieldwork sites have flexed work schedules. Alternate work schedules may be required during the week such as working a 10-hour day and working weekends and evenings. The full time week hours should not exceed the usual full time schedule for that fieldwork site. You may be required to complete additional work outside of work hours to prepare for your patients as you are just learning how to prepare for and conduct patient treatment. Remember that you are preparing for a professional career.

Holidays

Each fieldwork site determines the holidays and/or leave time that will be granted to employees and students at that site. The student will observe those holidays and leave time as determined by their fieldwork supervisor. If the clinical fieldwork supervisor determines that the student is not meeting the minimum number of hours for attendance, the student may be required to make up those days. Contact the Academic Fieldwork Coordinator if you have questions.

Dress Code

Clothing for Level II fieldwork must conform to the facility norm and not be in conflict with the agency's policies. The student is expected to be familiar with these policies and to provide him- or herself with attire required. If an agency does not require uniforms for occupational therapy personnel, suitable and conservative street wear should be worn.

