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Dear Fieldwork Educator,

Thank you so much for taking interest in our students and agreeing to be a fieldwork site for Level I fieldwork/practicum. I am attaching a copy of our Level 1 FW Student Objectives for your review. You will also be receiving under a separate email a memorandum of understanding for you to review and sign. We must have a fully executed agreement before we can begin placing students at your site.

For our Level 1 FW, students are assigned to a given site with the expectation of completing 40 hours of observation. After an initial contact with you, the students coordinate with you to determine a schedule of attendance to meet the required number of hours for practicum.

The students are in their first year of the program and are developing clinical observation skills. The focus of this Level 1 is to have students learn about occupational therapy services in a given setting. The primary responsibility of the fieldwork educator (FE) will be to arrange opportunities for students to observe therapy sessions during the time they are at your site. The FE is asked to complete a brief competency evaluation (attached) at the conclusion of the 40 hours of observation; and to provide access for each student to one client/patient record (chart) so that they can learn about documentation requirements at your site. Any additional opportunities for hands-on experience are provided at the FE's discretion.

While completing their observations with you, the students are concurrently enrolled in a practicum seminar which consists of several online and on-campus seminars. The required assignments for the course include an initial site visit report providing information about the facility or practice setting. The students will write SOAP/progress notes during the semester. In addition to the progress notes, the students will complete a final reflection assignment at the end of the semester. The feedback from the FE on these assignments is always welcome, although this is not an expectation. The course academic instructor will be reviewing and grading all written assignments. The course syllabus is attached and provides more detailed information about course learning outcomes and required assignments.

Thank you so much for your interest in providing this learning experience for our students. I look forward to having the opportunity to collaborate. Please do not hesitate to contact me with any questions or concerns.

Sincerely,



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San Jose State University, Department of Occupational Therapy  
Level 1 Fieldwork Student Objectives

The student will be expected to:

1. Demonstrate knowledge of the characteristics of effective client-therapist relationships.
2. Become aware of personal attitudes and affective responses toward the profession of occupational therapy, co-workers, and clients.
3. Demonstrate an understanding of the AOTA Code of Ethics, Core Values, and Standards of Practice in professional interactions with clients.
4. Develop the ability to effectively communicate with all individuals in a clinical setting.
5. Develop beginning clinical reasoning skills in planning and implementing an intervention session.
6. Demonstrate knowledge of relevant psychosocial and social factors that influences client engagement in occupations in their assigned FW setting.
7. Demonstrate beginning competency in oral and written communication.
  - a. Students will demonstrate beginning oral competency in written communication by:
    - i. Using medical terminology in an appropriate manner.
    - ii. Writing in a factual, accurate, organized manner.
    - iii. Substantiating observations with specific examples.
  - b. Students will demonstrate beginning competency in oral communication by:
    - i. Clearly communicate with others.
    - ii. Effectively articulating the role of occupational therapy in their assigned practicum setting.
8. Demonstrate professional behaviors by:
  - a. Asking appropriate questions and collecting relevant data from records where available.
    - i. Wearing attire that is suitable for the assigned agency.
    - ii. Exhibiting professional grooming and personal hygiene.
    - iii. Maintaining confidentiality of case information.
    - iv. Completing note writing and assignments on time.
    - v. Seeking out and using supervision appropriately.
    - vi. Showing initiative by assuming responsibility appropriately.
    - vii. Complying with administrative policies and regulations at the agency.