The University of Scranton
Department of Occupational Therapy

OT 581: Level II Internship I
OT 582: Level II Internship II
OT 583: Level II Internship III (Specialty/Optional)

Semester: Summer/Fall/Spring
Instructor: Courtney Lancia, MS, OTR/L
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Course: OT 581, OT 582: 6 Credits
OT 583: 4 or 6 Credits
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Required Texts/Readings:
- All textbooks from Occupational Therapy academic courses and Cognates.
- The University of Scranton Department of Occupational Therapy Student Manual.

I. Course Description:

Level II Fieldwork is designed to provide opportunities for students to integrate academically acquired knowledge with Occupational Therapy (OT) practice. Level II experiences facilitate student clinical reasoning in both current and emerging areas of practice. During Level II Internships, students will design and implement occupational therapy services for individuals, groups, and populations across the lifespan. OT certification exam eligibility and the 2011 Accreditation Council for Occupational Therapy Education (ACOTE) Standards and Interpretive Guide (AOTA, 2012) require a minimum of 24 weeks full-time Level II fieldwork. Prerequisite: all undergraduate coursework or academic graduate coursework.

II. Relationship to Curriculum Design:

The Level II Fieldwork experience (a full time, supervised clinical affiliation) is a continuation of the learning process and the setting in which to refine the skills of observation, evaluation, treatment planning and implementation, documentation, communication and professional behaviors. The Internship is created with Department mission, philosophy and objectives given full consideration as integrative, underlying themes. Level II Fieldwork Supervisors are aware and supportive of these themes, as evidenced by their signature on the Academic and Fieldwork Collaboration form. Hence, this course is structured to be closely associated with the Department’s curriculum design.

III. Course Objectives:

According to the ACOTE (2011), the goal of Level II fieldwork is to develop competent, entry-level, generalist occupational therapists. The following Internship Objectives are designed toward that end, with the University and Department’s mission and philosophy in view.

Level II Internship Objectives
1. Student will develop entry-level competencies for the Level II fieldwork by the end of the experience (entry level competence is defined as achieving the minimal passing score or above on the AOTA Fieldwork Performance Evaluation).

2. Student will demonstrate appropriate professional behaviors as evidenced by achieving at least the minimum passing score on the Professional Development Assessment form.

3. Student will follow all policies and procedures as directed by the fieldwork site and The University of Scranton Occupational Therapy Department.

4. Student will actively participate in the supervisory process to receive feedback and guidance. The student will use the supervisor’s input to evaluate his or her personal skills in providing direct service and performing clinical reasoning.

5. Student will devise and implement treatment/intervention plans that address the person, occupation and environment issues presented by the client.

6. Student will be familiar with and utilize treatment/intervention approaches that demonstrate in depth knowledge of the various theoretical models in Occupational Therapy practice.

7. Student will (as appropriate) supervise other non-professional staff, such as aides and/or volunteers.

8. Student will be aware of the value of research as a means to improve and validate the occupational therapy treatment process. Review and critique of current research literature and identification of relevant research issues is included. The student should be self-directed in his or her use of supplemental learning resources throughout the internship.

**Note:** Most fieldwork sites have additional, specific objectives which the student intern must achieve, or specific ways in which the above objectives should be met. It is the responsibility of the student to collaborate with the fieldwork educator in understanding and achieving these objectives. The student’s personal goals and expectations should also be discussed with the clinical supervisor.

**IV. General Information**

**Requirements**

All students are required to complete a minimum of six months of full-time fieldwork in a facility approved by the University. Supervision must be provided by a certified Occupational Therapist who has at least one year of clinical experience.
subsequent to initial certification. Required fieldwork must be completed in three-month blocks of time. Internships in Psychosocial Rehabilitation and Physical Rehabilitation are required. A Specialty Internship is optional and encouraged; it may be taken only after the two required experiences are completed.

Prerequisite

All Occupational Therapy undergraduate coursework must be successfully competed prior to participation in the first Level II Internship. The first Level II Internship must be successfully completed prior to beginning the Graduate year of study.

Grading

The Level II Internship experience is graded on a Credit/No Credit basis. The AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student and Professional Development Assessment forms are instrumental in the grading process.

Fieldwork Placement

Responsibility and authority for scheduling fieldwork experiences lies with the Department of Occupational Therapy. The student is obligated to accept the assigned placement as scheduled. Dates for beginning and ending Fieldwork are arranged by the Clinical Education Coordinator (CEC) with the clinical site. Changes must be processed through the CEC office.

Placement Requests

Students will be involved in selection of fieldwork placement to the greatest extent possible. Requests for fieldwork placement are to be made in writing and submitted to the CEC by designated deadline (see Clinical Assignment Preference Sheet, Fieldwork Section, Student Manual). Special needs such as geographical location, family issues, etc, will be given careful consideration. Students may make requests from the Student Fieldwork Files or may research site preferences on their own, submitting the facility name, phone number and contact person (if known) to the CEC. Students should not contact the facility! The CEC begins selecting students for Fieldwork Sites based on the following criteria:

1. Timely submission of student requests and needs using the Clinical Assignment Preference Sheet.
2. Fieldwork Site requests and needs.
3. ‘Fit’ between the student’s request and needs and the Site’s requests and needs.

Changes of any kind in clinical assignments after placement has been confirmed will be considered only in extreme circumstances and must be handled through the CEC. Students have a period of one week (5 working days) after the assignment is given to contact the CEC with requests for change in assignment due to emergencies. Non-emergency requests for change in placement already scheduled must be made at least three months in advance, in writing. After considering the request and its implications, the Department will determine if a change is indicated and possible without inconvenience to the Fieldwork site.

If a student unilaterally cancels a placement, the Department is not obligated to reschedule it. If the Department determines the cancellation resulted from a serious emergency, the placement will be rescheduled. Note: failure to complete fieldwork
experiences as scheduled may render the student ineligible to apply for the certification exam. Failure to comply with policies described in this syllabus, the Student Manual or at the Fieldwork Site may result in termination of the student from the Fieldwork placement, with no obligation on the part of the Department to reschedule.

Student Responsibilities

1. Write a letter to or call your supervisor six weeks prior to the Fieldwork start date to introduce yourself, confirm dates and clarify information re: housing, dress code, hours, where to report, etc.
2. Become familiar with the AOTA Fieldwork Data Form (if available) for your assigned Fieldwork site. Schedule your pre-fieldwork interview, get directions, and determine what additional information, if any, the site may require.
3. Respond to any student questionnaire, learning profile, insurance or medical information request (etc.) presented by the site.
4. Provide all required documents and information to the CEC by the designated date. This includes Release of Information form, Personal Data Form, Health Form (including immunization record, TB test, Hepatitis B Series or Declination and physician’s signature) and Cardio-Pulmonary Resuscitation Certification. All information must be current (i.e. no more than one year old by end of fieldwork). See Student Manual, Fieldwork Section, for complete information.
5. Obtain transportation to and from the fieldwork site and obtain housing as needed; arrangements for transportation and housing are not made by the Department.
6. Obtain medical insurance prior to the Fieldwork assignment (document this information on your Personal Data Form).

Level II Fieldwork Withdrawal/Failure Policy

1. Students who need to withdraw from Level II Fieldwork must do so through the Clinical Supervisor at the Fieldwork Site, the Department CEC, and offices of the Deans, Graduate School, and Registrar.
2. The student must present the request for withdrawal in writing to the Clinical Supervisor and the CEC. A Withdrawal/Leave of Absence form must be signed by the student and faculty member(s), submitted to the Dean for approval, and filed in the Registrar’s Office. University policy for withdrawal/leave of absence is found in the University Graduate and Undergraduate Catalogs.
3. Upon approval, a notation of date and reason for withdrawal will be placed in the student’s Departmental file, together with official documentation from the Registrar’s Office.
4. In the event that a student is asked to leave (fails) a clinical placement, the student is not permitted to return to the original Fieldwork site and is required to start the Fieldwork experience over from the beginning, i.e. at “Week One”, even if appeal procedure results are in the student’s favor. Students wishing to appeal a failed or terminated Fieldwork should complete and file the
appropriate Withdrawal/Leave of Absence form and follow Departmental Grievance Procedures.

5. If a student fails or withdraws from one placement, the decision to reschedule may be made by the CEC. A decision not to reschedule may be appealed by the student to the Occupational Therapy Department.

6. If a student fails or withdraws from more than one placement, she/he will not be rescheduled and may be dismissed from the Program. An appeal may be made to the Occupational Therapy Department.

Attendance Policy

You are expected to complete a minimum of twelve weeks of full-time experience in a clinical facility for each required Level II Internship. Time missed for whatever reason needs to be made up as determined by the Site in which you are interning and in a manner acceptable to your supervisor. Vacations or other days off are NOT permitted. You are expected to report to the clinical facility on time, and to be punctual and timely in all assignments.

Patient’s Bill of Rights

Most facilities have a Bill of Rights for their clients. It is your responsibility to become familiar with and adhere to the stipulations of these documents. You are to pay particular attention to confidentiality, respect and quality care issues as related to your duties and assignments. Furthermore, students are required to read, understand and sign the Confidentiality Policy which gives specific information regarding confidentiality of patient information during fieldwork experiences.

Site Visits

A member of the Occupational Therapy Department (generally the CEC) will visit most students during their required fieldwork experiences. The purpose of the visit is to discuss the experience with you and your supervisor, and to determine how you are performing and feeling about the experience. The Department representative will also be gathering information about how the experience is supporting achievement of Level II Internship Objectives. It is preferred that all three parties (student, supervisor, and university representative) be involved in discussions to facilitate direct communication. You will be notified in advance of the time and date of an on-site visit.

Specialty Internships

You may elect to participate in an additional 2 to 3 months of Specialty Fieldwork in an area of your choice after the required six months of Level II Fieldwork are completed. Examples of specialty fieldwork are Gerontic OT, Pediatrics, Adolescent Psychiatry, Developmental Disabilities, Hand Therapy, Research, Administration, and fieldwork with the AOTA.

The process for placement in a Specialty area is the same as for the required Fieldwork placements. The student, however, is encouraged to become more involved in the process. The CEC will conduct the verbal and written communication with the Specialty Fieldwork Site and process all necessary paperwork.
When possible, it is recommended that students consider a third fieldwork experience in order to become better prepared to work in a specialty area and to gain additional experience. Students who choose to complete a third Internship should note:

1. Graduation from the program (degree conferral) will be delayed until the completion of the third internship.
2. All Student Paperwork must be updated before starting the third internship.
3. Students may take the certification exam after completion of the two required Level II Internships; however, score reports will not be available until after degree conferral.
4. In some states, students choosing to do a third internship may have to complete the Internship before being eligible for licensure.

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