SECTION 1: INTRODUCTION TO FIELDWORK

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Resources</td>
<td>5</td>
</tr>
<tr>
<td>Placement Process</td>
<td>7</td>
</tr>
<tr>
<td>Placement Requirements</td>
<td>9</td>
</tr>
<tr>
<td>Level II fieldwork Supervision</td>
<td>15</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>16</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>19</td>
</tr>
<tr>
<td>Licensure</td>
<td>21</td>
</tr>
<tr>
<td>Graduation</td>
<td>22</td>
</tr>
</tbody>
</table>
INTRODUCTION TO LEVEL II FIELDWORK

Overview

- Level II fieldwork is designed to develop competent, entry-level generalist practitioners.
- Level II fieldwork is designed to provide students with the widest possible exposure to a variety of clients across the lifespan and to a variety of settings.

General Information/Student Responsibilities

- To be eligible for Level II fieldwork, students must have satisfactorily completed all academic coursework. A GPA of 2.5 is also required before a student is assigned to Level II fieldwork. Part-time students must meet with their advisors to determine eligibility. The student must request that their advisor notifies the Academic Fieldwork Coordinator when they are ready to begin Level II fieldwork.
- The Level II fieldwork is posted on the Professional Issues I NYU Classes site as well as on the NYU OT Department Website (http://steinhardt.nyu.edu/otl). Students can access the manual and print forms or other needed information.
- The Level II Fieldwork Manual is posted in four sections to make it easier to locate information:
  1. Introduction
  2. Forms
  3. Level II Fieldwork Course Syllabus
  4. Articles
- **Students are responsible for the information provided in this manual.** Students will also find general announcements posted on the Professional Issues I NYU Classes course site during spring 2017 semester, the Professional Issues II NYU Classes course site during the spring 2018 semester, Level II Fieldwork summer and fall semesters of 2018 and again during the spring 2019 semester. Read the objectives listed in the Level II Fieldwork Course Syllabus in Section 3. These objectives provide the expectations of the course and guidelines to assist students in reaching entry-level practice competence.
- Fieldwork requires students to integrate and organize academic information to suit the needs of the assigned practice setting. Upon successful completion of academic coursework requirements, students are prepared for beginning level practice in constantly changing environments within complex delivery systems.
- After successful completion of the required fieldwork experiences, students are eligible to apply for the registration exam offered by the National Board for Certification of Occupational Therapists (NBCOT). Successful completion of this exam is required to become a registered occupational therapist.
• Students must complete OT-GE 2703.001 and OT-GE 2703.002 within 20 months of satisfactory completion of all academic coursework.

ACOTE Standards
The Accreditation Council for Occupational Therapy Education (ACOTE) provides standards for Occupational Therapy educational programs. Within the current standards (2011), guidelines for Level II fieldwork education are provided. The Standards for an Accredited Educational Program for the occupational therapist are available on the AOTA website at www.aota.org.

Level II Fieldwork Dates
AOTA provides suggested dates for Level II fieldwork placements as shown below. These are the dates that the NYU OT department fieldwork staff uses to manage site information; however, sites often set and adhere to alternative dates. Students will find out their actual placement dates from the onsite clinical fieldwork coordinators.

NYU Level II Fieldwork Timelines*
• Summer 2018
  o Start date range: mid-May to first week of July
  o End date range: mid-August to mid-September

• Fall 2018:
  o Start date range: last week of August to first week of October
  o End date range: last week of November to first week of January

• Spring 2019:
  o Start date range: first week of January to first week of February
  o End date range: mid-March to first week of May

*Fieldwork sites start and end dates vary. The fieldwork site has the final say when it comes to identifying these dates.
LEVEL II FIELDWORK RESOURCES

Fieldwork Personnel:

Alison M. Rangel-Padilla, MS, OTR/L, Academic Fieldwork Coordinator (AFWC)
Phone: 212-998-5832
Email: alison.rangel@nyu.edu
Office Hours: By Appointment only
Students may contact Alison regarding general Level II fieldwork information, issues related to placements and academic issues affecting fieldwork.

Site Selection Resources

- Fieldwork sites that have signed affiliation agreements with NYU will be posted in the NYU OT Student Fieldwork Portal. Students should understand that fieldwork sites with signed agreements might not offer NYU Level II fieldwork reservations each year. The AFWC has no control over the reservations offered each year.
- Fieldwork files are located in the Student Fieldwork Portal. These files contain AOTA Fieldwork Site Data Forms provided by the site clinical fieldwork coordinators as well as by Student Evaluations of Fieldwork Experiences (SEFWE), which are completed by NYU OT students at the end of each Level II fieldwork.
- Informal Student Progress Reports by NYU OT students are available above the faculty mailboxes in the OT Department. These forms are completed twice during each fieldwork experience.
- During seminars, the AFWC will answer questions and share information with current students about fieldwork sites that they have learned from previous students, site visits, talking with clinical instructors, and through collaboration with Academic Fieldwork Coordinators at nearby universities.
- Students should talk with a variety of professionals about fieldwork experiences. This includes fieldwork personnel, student academic advisors, clinical instructors, Level I fieldwork educators, and faculty.
- Students can refer to the AOTA website at www.aota.org for information about educational resources and fieldwork information.
- The OT Department maintains current occupational therapy publications for student use in the Department library (see posted hours for access at reception), including AJOT, OT Practice, and OT Advance. Reading periodicals can provide ideas about practice areas and potential fieldwork sites.
- Students interested in a potential fieldwork placement that does not have an established affiliation agreement with NYU should schedule an appointment with the AFWC to discuss feasibility. Although there is a mutual benefit to our students in
developing a potential affiliation agreement, there is no guarantee that an affiliation agreement will be secured.

- Students interested in having placements out of New York or New Jersey should also meet with the AFWC as soon as possible and formally submit this request in writing on fieldwork forms where it is indicated.
LEVEL II FIELDWORK PLACEMENT PROCESS

Fieldwork Interviews
- Each student schedules an individual meeting with the AFWC for guidance in making appropriate fieldwork choices. Meetings can be scheduled during the summer semester of a student’s first year or the early fall of their second year.

- During meetings, students can bring up personal issues related to Level II fieldwork.

Level II Fieldwork Placements
- It is the intention of the NYU OT Department to guide each student in working with underserved populations, marginalized groups, community practice settings, and emerging practice areas.

- The faculty expects students to be open to settings that provide care across the lifespan in traditional and emerging areas.

- **DO NOT CALL SITES TO REQUEST A VISIT OR A FIELDWORK PLACEMENT.** This violates rules of accepted student behavior agreed upon by area colleges and universities.

- A student may not refuse to accept a fieldwork assignment based on bias or perceived inconvenience. Instead, students are expected to identify those weaknesses needing attention and to accept such fieldwork assignments.

- Students are expected to be reflective about their personal biases, anxieties and fears regarding the various roles occupational therapists assume in the profession. It is the student’s responsibility to seek assistance when personal barriers stand in the way of addressing the needs of any client in any context or treatment setting.

- If a student does not successfully complete a required interview for an assigned fieldwork placement, the student must meet with the Academic Fieldwork Coordinator for advisement. The fieldwork faculty may attempt to offer an alternative placement site, should that option be available.
• In the case where a student fails to successfully interview for a second placement, he/she will not be offered a third choice. Assignments will be made within constraints of available fieldwork sites.

• A student who refuses an assigned fieldwork site forfeits the ability to complete the program and degree requirements.

• Students will receive their required Level II fieldwork placements in the spring semester of their second year.

Professional Development Evaluation Form
• This form is used by faculty members to help students further develop as professionals as they are moving from the role of student to the role of occupational therapist. The NYU Professional Program Student Manual indicates that these forms are used to evaluate students based on both outstanding contributions and behaviors that need improvement.

• Assessment of professional behaviors is part of the evaluation processes for both Levels I and II fieldwork. The feedback provided is intended to assist students as they prepare for Levels I and II fieldwork. **Difficulties in professional behaviors can lead to failure of fieldwork.**
LEVEL II FIELDWORK PLACEMENT REQUIREMENTS

Overview
- Each fieldwork site has unique requirements, which must be completed before a student begins fieldwork. It is the student’s responsibility to find out the current requirements, which must be completed in order to begin fieldwork. Please be aware that requirements can change and often take several weeks to several months to complete. Any expense incurred in completing fieldwork site requirements is the responsibility of the student.

- Requirements to begin fieldwork may include, but are not limited to, the following:
  1. Onsite interviews
  2. Onsite physicals
  3. Onsite orientations
  4. Fingerprinting
  5. Criminal background checks
  6. Child abuse screening
  7. Drug and alcohol screenings
  8. Health and immunization records
  9. Documentation of immunity by blood antibody testing (titers)
  10. PPD test/chest x-ray
  11. Flu shot
  12. CPR/First Aid

Medical Requirements
It is the responsibility of the student to schedule yearly physical examinations (Annual Health Assessment form – Appendix B in the Academic Manual) and provide the NYU Student Health Center with documentation of pertinent results for Fieldwork clearance. Students must also submit a completed Illness/Immunization Documentation form (Appendix C in the Academic Manual) for Fieldwork clearance. If, after consulting with a physician, a student chooses not to be immunized, the Fieldwork facility to which the student has been assigned must be notified. If that fieldwork requires immunization, an alternative field placement will be attempted, but may not be possible. NYU cannot guarantee placement for students who are not immunized. A written statement from a private physician or an NYU Student Health Center physician giving medical clearance is required of all students by the first day of fall classes each academic year. Medical forms may be obtained from the OT department’s website at:
http://steinhardt.nyu.edu/ot/secure/Forms (see Appendices B and C in the Academic Manual).
Physical examinations are available at the NYU Student Health Center (http://www.nyu.edu/shc/). Contact the Student Health Center to find out if they accept your insurance, and what the costs are for a physical. To set up an appointment, please call (212) 443-1000.

All students must carry personal health insurance while attending New York University. Students have health coverage as part of their matriculation and tuition payment. Students must be able to document health insurance coverage for Fieldwork centers.

Temporary Medical Conditions
A temporary medical condition may arise during the course of your study and could impact your ability to fully participate in the rigorous and physically demanding Occupational Therapy program.

- Should you have a temporary medical condition that impacts your ability to fully participate in the Occupational Therapy program you MUST disclose this change in medical status to the Enrollment Administrator and AFWC as soon as possible. You will be notified by the Administrative Aide and be given two weeks (ten business days) to submit a Doctor’s note from your treating physician certifying that you are medically cleared to fully participate in the Occupational Therapy program. Full participation may include the following activities:
  1. Sit or stand for extended periods of time
  2. Kneel, squat, bend at the waist, reach, sit/rise from the floor, possibly crawl
  3. Lift/transfer and position moderately heavy people or objects
  4. Push or pull (wheelchairs, equipment, supplies, etc.)
  5. Have potential to be exposed to blood or other bodily fluids, illness, etc. while in a weekly fieldwork environment

- You will also need to complete the Department's NYU Occupational Therapy Medical Agreement form (appendix I) in the Academic Manual.
  - If your temporary medical condition persists longer than one semester you are required to submit an updated NYU Occupational Therapy Medical Agreement Form prior to the start of the upcoming semester.
• To the extent that a temporary medical condition could interrupt or limit your participation in coursework requirements or require absence, you may be advised to take a leave of absence or consider a modified (e.g. seminar or lecture based) or part-time schedule.

• In order to resume coursework (classroom and/or fieldwork) after a medical leave of absence, you must present a Doctor’s note from your treating physician certifying that you are medically cleared to fully participate in the Occupational Therapy program. Your Doctor’s note must be submitted prior to your attendance of any classes or participation at a fieldwork site.

• Temporary Medical Conditions and Fieldwork: In addition to the procedures outlined above, you will be required to abide by the guidelines and procedures relevant to your specific Fieldwork site.

• Annual Health Assessment Forms and Illness/Immunization Forms must be completed by NYU Health Services or by the student’s own physician. Students are responsible for bringing a copy of the following health documents on the first day to each site:
  • Annual Health Assessment (must be updated each year)
  • Illness/Immunization Documentation
  • Health Insurance Card (NYU or private insurance)
  • Hepatitis B documentation or waiver (found on the OSHA Universal Precautions Form)
  • Any other medical documentation required by the fieldwork site

**Hepatitis Waiver**

• It is recommended that students obtain the series of Hepatitis B vaccines to protect themselves while on fieldwork. If a student elects not to do this, a waiver must be signed. Certain sites may require the Hepatitis vaccines. Students must be aware that waiving any vaccine may jeopardize their placement at those sites.

**OSHA Regulations**

• As part of The Occupational Safety and Health Administration (OSHA) Regulations, all students must carry proof of completion of OSHA training. Students will watch a video covering Universal Precautions for infectious
diseases and blood borne pathogens with a focus on the transmission of HIV, Hepatitis B, and C.

• After completing the OSHA training, students will complete a form stating the training is complete. **Students must keep a copy of this form and bring a copy with them on their first day at each fieldwork site.**

**Liability Insurance**

• New York University covers students on fieldwork with $1,000,000-$3,000,000 in liability insurance. Liability insurance is handled through the AFWC and the NYU Insurance Department. Fieldwork sites will receive proof of liability insurance coverage prior to your arrival at fieldwork.

• Sites may not receive proof of liability insurance due to problems with mail delivery. If a site supervisor requests proof of liability insurance from you, please contact the AFWC. A duplicate liability insurance certificate can be sent to the site.

**Criminal Background Checks**

• As stated previously, it is the student’s responsibility to find out the requirements necessary to begin fieldwork. Many sites require criminal background checks of both employees and STUDENTS. Any fees associated with obtaining a background check for fieldwork are the responsibility of the student. It is also the student’s responsibility to make arrangements to complete ALL site requirements according to the site’s timeline. Failure to do this may delay a student’s fieldwork or cause a site to cancel the fieldwork. It may not be possible to reschedule a replacement fieldwork within the same time period.

• Once you have a fieldwork placement confirmed by the AFWC, call the fieldwork site and ask if a background check is required for that facility. Ask the site if they have an agency they prefer to use for the background check. If the facility does not have a specific agency, NYU recommends the following agency:

  TABB INC.
  PO Box 10
  555 East Main Street
  Chester, NY 07930
Students must check with their fieldwork site to make sure the background check they intend to obtain meets the requirements of that site. Please contact the AFWC with any questions or concerns.

HIPAA
- During the first semester of the academic program, students complete the Human Subjects Tutorial Certification Exam. **Students are responsible for keeping a copy of the results of the test.** If you need to retake the exam, refer to the following instructions:
  1. Go to [www.nyu.edu/osp/agency.html](http://www.nyu.edu/osp/agency.html)
  2. Click on Human Subjects and Privacy Act (HIPAA)
  3. Scroll down to Certification Exam link and click on it.
  4. Scroll down to Begin Exam and click on the link.
  5. On the sign-in page, enter your information and begin the exam.

- A passing score is 80. Students may take the exam as many times as needed to pass, without consequence.

- Students are expected to learn and comply with The Health Insurance Portability and Accountability Act (HIPAA) and Privacy Solutions as regulated in 2003. Students must follow HIPPA guidelines to protect the confidentiality of their patients. More info is available at the AOTA website at [www.aota.org](http://www.aota.org).

CPR Certification
- Students are strongly encouraged to complete and maintain current CPR certification. Many fieldwork sites require CPR certification for fieldwork students.

- The knowledge gained from this certification will help students gain increased competency in preparation for fieldwork. Students who plan ahead and maintain current CPR certification will avoid last minute problems with their clinical placements.
• The American Red Cross offers CPR/AED courses for the professional rescuer. Specific dates can be obtained on their website at www.redcross.org.

Financial Aid
• Please remember to submit a separate FAFSA for each summer, fall and spring fieldwork. Please refer to your NYU OT Student Manual for more information.

Dress Code
• Students must comply with the dress code of each fieldwork site. Students should be aware that certain sites may require a lab coat. If necessary, please plan on purchasing a lab coat prior to your first day at the site.

Attendance
• Students must attend all Level II fieldwork clinic dates and seminars. There are no absences allowed during Level II fieldwork by NYU and ACOTE. All absences must be made up immediately and submitting in writing to the AFWC and Fieldwork Educator(s) for pre-approval.

Personal Data Sheet
• This form is located in section 2 of the Level II Fieldwork Manual and is sent to fieldwork sites prior to your Level II fieldwork experience. The Personal Data Sheet assists the site in getting to know you, your interests, and your expectations of fieldwork. You will complete this form electronically through the Personal Data Sheet survey link that has been emailed to you by the department. A copy of your completed Personal Data Sheet can be provided to you from the AFWC. Please note that you must bring a copy of this form to each Level II fieldwork site when you interview or on your first day at each site.
LEVEL II FIELDWORK SUPERVISION

Requirements

- Level II fieldwork experiences are supervised by a registered or licensed occupational therapist. The student must be supervised by a currently licensed or otherwise regulated 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 supervising therapist may be engaged by the fieldwork site or by the educational program. This requirement is different from that of Level I experiences. The supervision by a licensed OT for Level II must include direct modeling of roles with clients but can be structured to use phone conversations, e-mail, and off-site discussions.

- Occasionally a student may be placed at a site for Level II fieldwork in which there is no on-site supervisor or OT services provided. When a site agrees to offer Level II fieldwork, they must also agree to identify an occupational therapist to supervise the student. This OT must be qualified; that is, he or she must have at least 3 years’ full-time or its equivalent of professional experience be able to provide direct supervision 8 hours per week and be able to be contacted (phone, text, email) during the work day throughout the fieldwork experience. Additionally, an on-site supervisor, who may be from another profession, must be designated by the site, to be available when the OT Fieldwork Educator is not on-site. This information including the OT Fieldwork Educator’s credentials will be documented in writing and kept in the student’s file.
ADDITIONAL STUDENT RESPONSIBILITIES

- Attend and actively participate in all Professional Issues I and II seminars that relate to fieldwork and professional issues. Take responsibility and action for getting information from reliable sources if a meeting/seminar is missed.

- Complete and submit the mandatory forms included in this manual by the specified dates.

- Be accountable for incorporating and using the information provided in the Professional Issues I and II seminars to refine professional behaviors.

- Understand that fieldwork sites are limited. Fieldwork site availability varies from year to year. Students who do not attend Professional Issues seminars and/or who do not complete required information by stated deadlines will not be guaranteed placement within the standard semester rotations. Cooperate with the complex process of fieldwork placement! Meet deadlines and organize plans by making individual requests in a timely manner. Assist the fieldwork faculty with an organized approach to requirements, demonstrate flexibility, and open to any assigned placement.

- Be honest and forthcoming in individual interviews regarding accommodations that may be necessary for a disability. The fieldwork faculty will need documentation from qualified professionals in order to facilitate the process of meeting American Disabilities Act (ADA) requirements with clinical supervisors. Describing one’s academic/clinical strengths and limitations are expected of each student by the fieldwork faculty. Assume a mature, self-reflective role. Work to become increasingly comfortable with self-evaluation in order to become skilled at clinical reasoning.

- Each student’s experience in Level II fieldwork is unique to the facility and supervision received. Expectations and responsibilities for participation in all phases of direct and indirect treatment are significantly greater than in the Level I fieldwork experience. Rely on your academic training and Level I experiences to initiate and complete evaluations and interventions with clients.

- Request a clear introduction to the site’s expectations of fieldwork during the initial orientation at the fieldwork facility. Take initiative to acquire,
understand, and meet the fieldwork objectives established by the fieldwork site within a 12 to 13 week period. Students are expected to use informal and/or structured supervision meetings throughout fieldwork to clarify expectations and assist them in reaching entry-level competency.

- Students are prohibited from posting on social media platforms' items that would violate HIPPA standards, policies identified in the NYU OT Department manuals and the AOTA Occupational Therapy Code of Ethics.

- Students are expected to document their weekly supervision meetings with their supervisors throughout their experience. Students can use the template provided by the department in the Level 2 fieldwork manual (Section 4, p.32), use a template provided by their placement, or create one of their own. Both the student and supervisor are required to co-sign this form weekly.

DEPARTMENT OF OCCUPATIONAL THERAPY RESPONSIBILITIES

- Provide Level II fieldwork experiences in a variety of traditional and emerging practice areas.

- Require a minimum of 24 weeks full-time Level II fieldwork.

- Ensure that students be supervised by an OT practitioner, who qualifies under state regulations and has a minimum of one year of practice experience, subsequent to the requisite initial certification.

- Ensure that supervision provides protection of consumers and opportunities for appropriate role modeling of OT practice. Initially, supervision should be direct, and then gradually decreased as is appropriate for the setting, the severity of the client’s condition, and the ability of the student.

- Ensure and document that there is a plan for the provision of OT services in a setting where no OT is onsite. Onsite supervision must be provided in accordance with the plan and state credentialing requirements. Students must receive a minimum of 8 hours of occupational therapy supervision per week, including direct observation of client interaction. Additionally, the occupational therapy supervisor must be readily available for communication and consultation during work hours.

- Each fieldwork educator establishes learning objectives that are specific to
the fieldwork facility. NYU’s faculty and the fieldwork educators work together to make the course objectives and the site objectives complementary.

- Assist with the negotiation of part-time fieldwork. Some supervisors may allow part-time fieldwork over a greater number of weeks. Some supervisors may offer 2-to-4 week extensions to a student who is having difficulty meeting some of the objectives within 12 weeks. Supervisors will expect improved performance.

- The AFWC will be available as a resource throughout Level II fieldwork. There is, however, an expectation that each student will initiate this collaboration as needed. The AFWC will make pre-arranged visits to local fieldwork facilities. You can request a site visit by calling the AFWC.
FREQUENTLY ASKED QUESTIONS

1. Will I be able to do fieldwork in another state?
Yes, students from NYU have had Level II fieldwork in a variety of states across the country. All fieldwork sites must meet specific qualifications to be options for NYU students.

2. May I find my own fieldwork placement?
We have more than enough existing fieldwork sites for all of our students. However, we are always eager to learn about new sites. If you learn of a site you can submit the name, address, and phone number of the facility to the AFWC. The AFWC will speak to the OT department regarding the requirements and the affiliation agreement necessary for eligibility.

3. Are we able to get an affiliation agreement between a new facility and NYU when the supervisor at the site has promised me that she will take me as a Level II fieldwork student?
Not always. Neither NYU faculty nor clinical supervisors can guarantee an affiliation agreement between two institutions. This is a legal document worked out between lawyers representing NYU and the facility’s risk management representatives. It is often a long process. The place you discover may benefit an underclassman if a successful contract is negotiated beyond your time constraints.

4. Will it help me get a placement of my choice if I, or a member of my family, knows the facility manager?
No. It is NYU’s fieldwork policy to not place students at any fieldwork site where there is a potential ethical conflict of interest (i.e. family member work at the facility, previous employer of the student, etc.).

5. How long are the required Level II fieldwork courses?
Each student must complete a minimum of 24 weeks of supervised full-time Level II fieldwork. Facilities generally expect a student to complete 12 weeks in one practice area. The usual framework is 12 weeks per 3 credit course. The number of weeks a student is assigned to fieldwork sites varies. Some facilities require 13 weeks, with the first week devoted to orientation. Additionally, a fieldwork site might be greater than 12 weeks due to makeup dates for absences, holidays, or other unforeseen events.

6. Should I take a vacation or get married during fieldwork or before fieldwork?
Use caution and good judgment when planning vacations and other significant or
costly life events during the months of fieldwork. Some students are required to stay on a fieldwork beyond the anticipated end-date because of absence, emergency facility closings, or the possibility of a time extension for a student to meet entry-level competencies for the practice area. Making up the time would most often supersede other plans. It is best to make only flexible commitments close to the start or end date of your fieldwork. It is unwise to interrupt your practice obligations to pursue an “optional” goal. If an interruption is unavoidable, it is best for the student to discuss the situation with the AFWC before making the commitment to the site.

7. May I call an occupational therapist at a facility or visit?  
   **NO.** Although some supervisors encourage visits, these visits usually take place once a student is assigned to the site by fieldwork faculty. It is the joint policy of all the metropolitan NY and NJ schools to reduce the strain to practitioners of arranging fieldwork opportunities for students by reducing visits that may interrupt client care or work schedules. There are many schools in the metropolitan area, and calls from individual students would prove excessively burdensome for supervisors or clinical fieldwork coordinators. Inquiry phone calls interrupt the work duties and could be regarded as overwhelming.

8. Is it better to choose a fieldwork site with a variety or with a specific mission such as orthopedics?  
   Both experiences provide a learning opportunity. Variety offers the security of exposure and single mission offers knowledge in depth. One can build knowledge from either base.

9. May I do a fieldwork overseas?  
   No. At this point in time, the NYU legal department will not consider signing an affiliation agreement with a facility in a foreign country.

10. Are there any books that help students prepare for fieldwork other than NYU's Level II Fieldwork Student Manual?  
    Yes- **Occupational Therapy Fieldwork Survival Guide: A Student Planner** by Bonnie Napier, EdD, MRA, OTR/L (2011). It isn't necessary for all students, but it covers topics such as untangling ethical and moral dilemmas, working as a team member, reimbursement systems, scheduling and tracking clients, and self-assessment of learning and supervision. It can be especially useful for students who are seeking ideas on how to change their organizational systems as they transition from student to professional.
Licensure, Educational Law, and Important Websites

**Requirements**
Please be advised that it is MANDATORY for each student to be familiar with and understand the educational and licensure law pertaining to the practice of occupational therapy in the state where the student will be practicing. This information MUST be obtained.

**New York** - [http://www.op.nysed.gov/prof/ot/otlaw.htm](http://www.op.nysed.gov/prof/ot/otlaw.htm)
- There are links to pages on the following topics: Laws, Rules and Regulations, License Requirements, and License Application Forms.

**New Jersey** - [http://www.njconsumeraffairs.gov/ot/Pages/default.aspx](http://www.njconsumeraffairs.gov/ot/Pages/default.aspx)
- The Occupational Therapy Licensing Act is listed under the New Jersey Permanent Statutes, Title 45: Professions and Occupations; 45:9-37. This information can be accessed on the web through the State of New Jersey legislative home page. Look for Title 45.

**NBCOT** - [www.nbcot.org](http://www.nbcot.org)
- NBCOT is an independent agency that is not affiliated with AOTA. This agency certifies occupational therapists as OTRs. The agency also manages the certification exam as well as continuing competency for registered occupational therapists.

**New York Occupational Therapy Association** - [www.nysota.org](http://www.nysota.org)
- Information on New York State licensure can be found here, as well as information on how to get involved in the state organization. To practice occupational therapy in New York State, one must be an NYS licensed occupational therapist. Licenses are issued by the Board of Regents, under Title VIII of the New York State Education Law. The Board of Regents, a citizen body, is in charge of education, licensing and discipline of the professions.

**American Occupational Therapy Association** - [www.aota.org](http://www.aota.org)
- AOTA is the national organization for occupational therapy practitioners in the United States. Refer to their website for membership information.
GRADUATION

Requirements

- The graduation dates are set by the University three times a year in January, May, and September. Fieldwork start and end dates are determined by the fieldwork site and will vary. Factors impacting the start/end date of fieldwork can include supervisor availability, AOTA guidelines, department recommendations, student performance, and facility schedule.

- At times, the grade deadline for the course and the fieldwork experience completion date do not align to meet the graduation deadlines. If this happens, the student is given an incomplete grade and must wait until the next graduation date to be eligible for a diploma.

- This process does not interfere with eligibility for a limited permit to work, which is issued by a state licensing agencies. Proof of successful completion of program requirements is affirmed by the Occupational Therapy Department Chair in writing to the licensing agency.