

PACIFIC UNIVERSITY
School of Occupational Therapy
Academic Policy

Failure to Complete Fieldwork

POLICY: Any student who fails to successfully complete a scheduled fieldwork experience is not allowed to progress in the curriculum

RATIONALE: Academic Standards for the School of OT in The Pacific University catalog state that A student's academic standing may be jeopardized by one or more of the following:

1. Insufficient progress in the development of practice skills (A No Pass score at midterm or at final evaluation equates with insufficient progress)
2. Failure to comply with School and fieldwork site's rules or procedures
3. Unprofessional conduct, unethical conduct, or illegal conduct
4. Behavior that hinders professional competence and interpersonal or professional relations

Failure to successfully complete a fieldwork experience reflects inadequate integration of skills required for progressing in the curriculum.

PROCEDURES: Upon unsuccessful completion or termination from a fieldwork experience, the faculty of the School evaluate the circumstances surrounding the failure in order to determine if the student should be: 1) dismissed from the program; or 2) consideration given for repeat of the fieldwork experience.

A. Dismissal from the Program:

1. Circumstances which warrant dismissal from the program include:
 - a. History of inadequate academic performance in the curriculum;
 - b. Previous failed fieldwork experience;
 - c. Failure to comply with School and fieldwork site's rule or procedures
 - d. Unprofessional, unethical and/or illegal conduct;
 - e. History of behavior that hinders professional competence and interpersonal or professional relations.
2. The faculty decision may be appealed only if the student can show that:
 - 1) There was an error in the procedure used by the faculty
 - 2) There is new evidence sufficient to alter the decision
 - 3) The sanction imposed was not appropriate to the severity of the violation or professional or academic standards.
3. All requests for appeals shall be submitted in writing to the School of OT Program Director who will submit the request to the School of OT Standards and Appeals Committee within 10 working days of receipt. For further information regarding the appeals process, refer to Chapter IV of the School of OT Student Handbook.

B. Consideration for Repeat of Fieldwork

1. The student contacts the School of OT Academic Fieldwork Coordinator and requests a meeting with the faculty.
2. The student meets with the faculty and presents (verbally and in writing) a description of what led to the unsuccessful fieldwork experience. Additionally, the student presents a justification for continuation in the curriculum and the opportunity to repeat the fieldwork. The plan of action should include identification of areas needing improvement and the strategies the student will use to successfully complete a fieldwork.
3. If, due to evidence provided, the faculty decision is to dismiss from the program, the process follows as in section "A" above.
4. If the faculty approves the student's request to repeat the fieldwork and to continue in the curriculum, the following steps are followed:
 - a. The Academic Fieldwork Coordinator will schedule another fieldwork experience in the same practice arena.
 - b. The student will develop a remediation plan in collaboration with the Academic Fieldwork Coordinator to address identified issues for failure.
 - c. The sequence of the fieldwork will be determined in collaboration with the student and the Program Director, to optimize the potential for the student future success.
 - d. If the fieldwork sequence can only be completed in the following academic year, the student will audit all coursework in the semester immediately leading up to the fieldwork placement. Any coursework prior to that time may be audited as well.
 - e. Tuition rates will be determined on a case-by-case basis.
 - f. Failure of the student to successfully complete the repeat fieldwork will result in dismissal from the program.