

Pacific University
SCHOOL OF OCCUPATIONAL THERAPY
Academic Policy

Scheduling of Out Of State Fieldwork Policy

Policy: Out-of-state fieldwork placements may occur during Level IIB and IIC Fieldwork rotations. The student may explore out-of state fieldwork sites as potential placement opportunities. The Academic Fieldwork Coordinator should be informed of the students' desired placements and the status of the process at all times. All attempts will be made to have an out-of-state fieldwork placements confirmed, with a current signed agreement, at least 2 months prior to the start of the fieldwork rotation. The student will be notified of the potential an out-of state placement to be cancelled if this process is not followed.

Purpose: To ensure the safety and success of the student during a fieldwork rotation:

- 1) Administrative documentation is required minimally 2 months in advance
- 2) All required documentation is on file prior to the start of fieldwork
- 3) Long distance supports are in place
- 4) Fieldwork outcome objectives are developed and on file.

Procedures:

1. The student informs the School of OT Fieldwork Coordinator of her/his intention to complete her/his fieldwork rotation at an out-of-state site minimally 6 months prior to the start of the fieldwork rotation. The Fieldwork Coordinator provides guidance to the student in her/his search for an out-of-state fieldwork placement.
2. The student is responsible for finding her/his out-of-state fieldwork placement. It is recommended that the student start calling potential fieldwork placements 6-12 months prior to the start date of the fieldwork rotation (April of first year for Level IIB Fieldwork and October of second year for Level IIC Fieldwork). Students may use the adjunct office telephone located near across the hall from the AFWC office, to make long distance phone calls to potential fieldwork sites.
3. Once the fieldwork placement has been secured with a verbal agreement between the student and the on-site fieldwork supervisor, the student provides the School of OT Academic Fieldwork Coordinator with the following information:
 - name of facility
 - address of facility
 - name of the OT fieldwork supervisor/person who coordinates the facility's fieldwork program
 - phone number, fax number, and e-mail address of the OT fieldwork supervisor/coordinator
 - name of person who is responsible for signing the agreement
 - phone number, fax number, and e-mail address of the person responsible for signing the agreement
4. When the above information is received, the School of OT AFWC will contact the facility.
5. The AFWC and the Fieldwork Administrative Assistant initiate the contract process. The AFWC will keep the student apprised of the progress in finalizing the agreement process.

6. Upon receipt of the signed agreement, the AFWC will inform the student that her/his fieldwork is confirmed.
7. The student makes her/his own arrangements for travel and accommodations. The student is responsible for all costs associated with travel, accommodations, and meals during the fieldwork rotation.
8. If the agreement is not received 2 months prior to the start of the fieldwork rotation, the student will be placed in a site within a 200 mile radius of Hillsboro, OR.
9. If the fieldwork site should cancel the placement prior to the start of the fieldwork rotation, the student will be placed in a site within a 200 mile radius of Hillsboro, OR.