1) The school of Occupational Therapy facilitates an opportunity for students to complete their fieldwork experience in accordance with the requirements set out in the curriculum.

2) In order to be eligible to participate in fieldwork (level I and level II) a student must have completed all academic requirements in the semester(s) preceding that fieldwork.

3) Fieldwork opportunities within the state of Oregon are arranged by Academic Fieldwork Coordinator (AFWC). Students may not contact sites within the state of Oregon without prior approval from AFWC.

4) The school of OT does not guarantee a specific fieldwork placement to a student. The AFWC will work with students to attempt to match interests and location requests when possible. There is no guarantee of a requested site or location.

5) Fieldwork settings are determined by the Academic Fieldwork Coordinator (AFWC) in accordance with ACOTE standards and the curriculum.

6) Occupational therapy students will not be assigned to sites where they are currently employed. The occupational therapy faculty have determined that the learning experience for the student may be compromised by the student's and/or the facility staff's perception of the student as an employee, not a student.

7) In order to meet the requirements for graduation Pacific University Occupational Therapy Students need to complete 6 fieldwork experiences.

8) Once a fieldwork site has been selected and confirmed with a student, the student will be committed to that placement and changes will not be permitted. Should circumstances of duress arise the student may petition the faculty for a change in fieldwork placement but an alternative site will not be guaranteed. Requests for changes may also result in delays in fieldwork completion and therefore graduation. Petitions should be submitted to the director.

9) Should the student decide not to attend the confirmed fieldwork placement, the student will need to wait for a placement in the following year. The student must be aware that this will potentially delay continuation in the program and final graduation.

10) Once a student had been admitted to the program, it is important for the student to consider fieldwork requirements before making changes to their life circumstances in order to graduate from the program.

    The following will not be considered situations of duress:
    a) Changes of residence
    b) Changes in transportation
    c) Purchase of animals that need additional care
    d) Marriage or engagements
Student responsibilities:
Once the AFWC has finalized the fieldwork placement:

1) AFWC will provide the student with information to initiate contact with the site.
2) The student assumes full responsibility to make contact with the site, introduce himself/herself and be responsible for gathering any pertinent details needed by the site for fieldwork success.
3) The student is responsible for all costs incurred in the travel to and from the fieldwork site.
4) The student is responsible for costs incurred for housing while on fieldwork, including out of state placements.
5) The student is responsible for all costs associated with immunizations, drug screening and criminal history requirements needed to comply with facility policies in order to complete his/her fieldwork.

Fieldwork Site Compliance Requirements:
The State of Oregon regulates the compliance requirements for students placed in clinical settings. Pacific University, College of Health Professions follows these regulations for all students in the OT program.

Out of State and International OT fieldwork sites may require that additional or repeated compliance procedures are followed. This information is passed on to the student once the fieldwork placement has been confirmed.

As an accredited OT program all fieldwork sites are required to enter into an agreement with Pacific University, School of OT and specific compliance requirements are articulated in this agreement. If a student chooses not to comply with the immunization requirements, receives a positive drug test or a flagged item is recorded in the criminal background check. The following will occur:

1) The student is informed of the status and given the opportunity to provide a written explanation of the facts pertaining to the status.
2) The student’s written explanation of current status if forwarded to the chosen fieldwork placement education office or administration officer.
3) It is the fieldwork site administration officer’s right to refuse a placement to student who is not in compliance with the agreement.
4) If a student is unable to be placed in a setting due to non-compliance with the fieldwork requirements the concern will be referred to the Program Director for an academic standing review.
5) Failure to comply with policies and procedures of the Program and the fieldwork site may jeopardize the student's academic standing in the School of Occupational Therapy.
and may constitute grounds for academic warning or probation, or dismissal from the program.
6) Student should refer to CHP drug policy.