



SAN JUAN COLLEGE

**OTAP 274 Fieldwork Level II-B Section Name Section Credit Hours Credits**  
**Syllabus**

**Section-specific Course Description:**

## Course Level Objectives

The Level II Fieldwork experience is the culmination of all previously learned material in academic courses and Level I

fieldwork. This is a full-time clinic assignment for eight weeks. Students will directly apply OT concepts, skills, and

attitudes to help individuals reach a balance between work, play and leisure and assist them to reach their highest level

of independent function. Observation, mentoring, and hands on application will be the methods used to master the

fieldwork objectives. In making intervention decisions for clients, students will use Bloom's cognitive skills of analyzing,

evaluation, and creating.

Upon successful completion of the course, the student will be able to:

1. Demonstrate fundamentals of occupational therapy practice by maintaining an ethical and safe clinical environment.
2. Demonstrate understanding of the occupational therapy philosophy, the roles of occupational therapy personnel, and make evidence-based decisions.
3. Demonstrate ability to gather data, administer selected assessment tools, assist with interpretation of the information and collaborate with the Occupational Therapist to establish client centered, occupation-based goals.

4. In collaboration with the occupational therapist practitioner, the student will design, implement and modify occupation based therapeutic interventions using therapeutic interactions to meet the treatment goals of clients.
5. Demonstrate professionalism through verbal and written communications with peers, staff, clients and family members.
6. Demonstrate professional work behaviors including responding to feedback, time management, interpersonal skills and respect for cultural diversity.

## Curriculum Correlation

The San Juan College OTA Program curriculum design is supported throughout all courses and is evident in our methods of instruction and assessment. The curricular threads woven throughout the program are:

- **Evidence based practice** that supports critical thinking and engagement in effective clinical reasoning.
- **Occupation-based practice** focusing on meaningful, client centered interventions.
- **Community engagement** through partnerships with local organizations within our community to enhance student learning and success.
- **Experiential learning** to engage students and enrich knowledge acquisition skills.
- **Professionalism** to foster positive and ethical work behaviors and relationships.

Fifth semester Level II fieldwork (first eight-week rotation) course that emphasizes **professionalism** and utilizes **experiential learning** to engage in **occupation-based** and health-related community learning experience that enables the student to apply all occupational theory, skills, and concepts learned throughout the didactic portion of the program.

## Required Texts and/or Materials

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Material will be presented using a combination of visual, auditory, and kinesthetic aids to promote optimal learning of knowledge necessary for providing occupational therapy services.

Students will do the following activities: Students will be at clinical sites in the community for full time hours, for 8 weeks and will apply all the knowledge gained during your course work. Site specific fieldwork educators will provide instruction and guidance.

## Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## Participation and Attendance Policy

### Fieldwork Attendance

Your work hours during each affiliation will mirror the schedule of your Fieldwork Educator. Varied clinic schedules should be followed if less or more than 8 hours (example: 4 10-hour work days). Fieldwork 1A and Fieldwork 1B are a minimum of 7-hour work days for a minimum of 70 total fieldwork hours. Fieldwork II A and Fieldwork IIB are five days a week, full-time in a clinic, each for a minimum of eight weeks AND a minimum of 280 total hours.

For Fieldwork Level IIA and IIB, students are required to follow the work schedule of the fieldwork educator, even if it exceeds 40 hours per week or occurs on weekends. Any lost time for any reason >8 hours accumulated MUST be made up, regardless of the total hours accumulated. This will cover if you are tardy or have to take a few half days for something but does give you one grace day.

The student is required to “clock-in and out” on the time sheet provided. Both the student and the Fieldwork Educator must sign the timesheet form. This form is to be presented to the SJC faculty during site visits and turned in at the conclusion of the semester.

If the student must miss a day in the clinic, the student must contact BOTH the fieldwork educator (FE) and academic fieldwork coordinator (AFWC) and give a bona fide reason for missing clinic. Failure to notify both the fieldwork facility and SJC faculty of an absence could result in failure of that fieldwork rotation and/or dismissal from the program. Additionally, absences from fieldwork will affect the student’s final fieldwork grade.

Since tardiness is a form of absenteeism, the Fieldwork Educator may establish a policy regarding tardiness. The student is required to make up all fieldwork time missed at each rotation to the fieldwork educator’s satisfaction. It is the student’s responsibility to communicate any changes in schedules with the AFWC.

Fieldwork is preparation for the work environment; attendance is expected. If there is inclement weather and the SJC campus is closed, fieldwork students must determine if they can safely get to the facility. Fieldwork students who will be late or absent must contact BOTH the fieldwork educator (FE) and academic fieldwork coordinator (AFWC) and must make up any time lost.

## Other Classroom Policies and Expectations

Students must adhere to the individual clinical sites policies and expectations.

Assignments are due in the manner as directed in Canvas.

1. Assignments not submitted per Canvas instructions but received within 24 hours will be given a starting grade of 80. Any deficiencies in the quality of the assignment will result in the lowering of the grade.
2. Assignments received 24 hours after the Canvas assignment due date and time will be given a “0” (zero).
3. Any variation to this policy must be clearly stated in the course guide or as a written explanation with the specific assignment.

Late Fieldwork Assignments:

Students are expected to complete and turn in all fieldwork assignments on time. Late work policies are clearly stated in course materials.

## Canvas Participation and Expectations

OTAP 275 is the documentation course that goes along with this course and there are weekly assignments.

## Instructor Response Times & Regular Interaction Expectations

Typically responses can be expected within 24 hours or sooner if during normal work hours (Mon - Fri 8-5).

## Course Time Commitment

A minimum of 280 hours in the clinic with additional time for research, assignments and projects outside of the clinic. Time will vary based on your clinical setting.

## Grading

Successful completion of this course involves receiving a passing score on the fieldwork performance tool completed by the fieldwork educator.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

Varies per clinical site.

## College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Program Handbook

The OTA Student Handbook can be found at: <https://www.sanjuancollege.edu/health-science/occupational-therapy-assistant/about-ota/>

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.