

## **Fieldwork and/or Capstone Projects with NCOTA**

**Purpose:** To describe the objective, equitable, and timely process for considering and accepting Level II fieldwork and Capstone students with a member, or members, of the NCOTA Board of Directors.

**Policy:** It shall be the policy of NCOTA to receive and consider (within its membership capacity and appropriate operational section) requests for a maximum of two (2) Level II fieldwork and/or capstone student requests each year (July-June).

### **Procedure:**

1. Education & Research Co-chairs will communicate options for fieldwork and capstone experiences to OT/OTA programs within NC annually.
2. A formal request for either fieldwork or capstone experiences may be submitted on the NCOTA official website.
3. Education & Research Co-chairs will receive, track, and review requests. Co-chairs will notify the NCOTA Board of Directors about requests and collaborate with the remainder of the board to identify appropriate fieldwork educator(s) (FWE) or capstone site mentors.
4. If there are multiple requests made and NCOTA is unable to accommodate all requests, priority will be given to fieldwork and capstone student requests from NC OT/OTA schools, or students enrolled in out-of-state schools who are residents of NC, that fit best with the needs of NCOTA as outlined in the current Strategic Plan.
5. A student and/or school interview will be arranged with potential NCOTA FWE or capstone site mentor to determine feasibility, supervisory/mentor capacity and student match for a successful experience.
6. Following the interview, NCOTA FWE(s) or capstone site mentor will notify Education & Research SIS Co-chairs of student acceptance or denial of request.
7. Education & Research Co-chairs will notify program(s) of student acceptance and complete a current, written affiliation agreement.
8. Upon confirmation of the student placement, all remaining documentation and communication will commence between the NCOTA FWE or capstone site mentor and the program (AFWC, Capstone Coordinator, and student)
9. The designated NCOTA FWE(s) or capstone site mentor shall collaborate with school representatives (Academic Fieldwork Coordinator or Doctoral Capstone Coordinator) and agree to fieldwork/capstone expectations, goals, objectives, and assessments in writing for the duration of the experience.
10. NCOTA FWE(s) or capstone site mentor shall coordinate physical location(s) and hours prior to the experience with the appropriate school coordinator(s).
11. All required documents for the clinical education experience shall be initiated by the school, and a copy shall be provided to NCOTA Education and Research SIS co-chairs.
12. NCOTA Board members employed by academic programs shall abstain from the request review process. However, NCOTA Board members involved in academic programs may be involved in the placement process once the student is selected.

### **Responsibility:**

1. NCOTA Education and Research co-chairs will notify and communicate request information to the NCOTA Board members so that the FWE(s) or capstone site mentor can be identified and matched to the program/student. Education & Research Co-chairs will maintain communication with the NCOTA Board regarding student requests, status, and placements that occur.
2. NCOTA FWE(s) or capstone site mentor shall provide a copy of all required documents for the clinical education experience to NCOTA Education and Research SIS Co-chairs who will maintain copies of student evaluations, agreements, and other formal documents in a confidentially, secured manner.
3. Affiliation agreements initiated by the educational institutions will be reviewed by NCOTA legal counsel as needed.
4. NCOTA supervising FWE(s) or capstone site mentor will complete all requests per program in a timely manner (e.g., program documentation requests, FWPE, etc.).
5. In the event of a concern regarding student performance, NCOTA FWE(s) or capstone site mentor will reach out to the point of contact at the educational institution for guidance.

**Effective Date:** 7/2024

**Review Date:** 7/2029