Regulations Relating to Fieldwork Experiences

1. The Board of Regents of The University of Texas System allows students to do fieldwork experiences only at centers which have an Institutional Agreement with the university. The negotiation process for this legal document may take from six months to one year.

2. As the citizens of Texas pay a major part of the educational costs, the Board of Regents prefers that all fieldwork experiences be within Texas so that the taxpayers receive benefit from the student's education. The Board of Regents does not approve fieldwork agreements with facilities outside of Texas except on rare occasions.

3. Each student is required to have six months of fieldwork experiences. All experiences must be at a center which has an Affiliation Agreement with The University of Texas Medical Branch. During these six months, the student must be under the supervision of a registered occupational therapist that has a minimum of one year of experience. A minimum of three months fieldwork must be taken at a facility other than The University of Texas Medical Branch.

4. Fieldwork selections are made in the summer semester of the first year. The experiences will usually occur in the second year during the months of January through June. As the fieldwork selections are made almost one year in advance, the student is expected to arrange his/her finances and personal life in accordance with this known schedule.

5. Reservations for fieldwork experiences are made throughout the state. Once fieldwork selections and assignments have been made, all unused reservations are released so that centers can make those training spaces available to other curricula.

6. Only in unusual circumstances is a student granted a fieldwork reassignment. After an assignment has been made, students will sign a Memorandum of Understanding with the Department of Occupational Therapy to verify this understanding. A request for reassignment must be made, in writing, to the Fieldwork Coordinator and must give specific reasons as to why the request is being made. The request will be reviewed by a faculty committee and the student will be notified of the decision. Even if the request is granted, the curriculum does not guarantee that a new fieldwork assignment can be located in the same time period.

7. Occasionally the Department of Occupational Therapy finds it necessary to cancel a student's scheduled fieldwork. If this happens, it is for one of the following reasons:
   a. the center has notified the school that due to staff or program changes they are not able to provide the training.
   b. the center no longer has a person available who is qualified to supervise an occupational therapy student, or
c. the center or the university has cancelled the fieldwork Institutional Agreement.
8. If the Department of Occupational Therapy has to cancel a student's fieldwork, every effort will be made to secure a fieldwork assignment in the same time period. However, the department does not guarantee that this will occur.

9. Students are expected to observe the same working hours and holiday schedule as the staff of the fieldwork center.

10. The starting and stopping dates of fieldwork have been predetermined and any request to change these dates must go to the Fieldwork Coordinator for approval. The school must ensure that the student has completed the minimal number of working days required by the Essentials of an Accredited Educational Program for the Occupational Therapist which qualifies a student to sit for the NBCOT exam.

11. The student should not request days off to visit with family, interview for a job, etc. Overtime should be taken in accordance with the institution's policies. The student should not accrue overtime in order to shorten the fieldwork experience.

12. Fieldwork experiences must be satisfactorily completed prior to the awarding of the degree. (See SHP Bulletin).

13. All clinical work must be successfully completed within **24 months** of completion of the academic portion of the program.