

WHAT HAPPENS IF

- **Everything is fine:** Call Academic Fieldwork Educator and tell her! A mid-term phone call or email from each student is *required*.
- **I see unethical things going on:** Call Academic Fieldwork Educator and discuss. At some point in time you will need to discuss with the fieldwork supervisor what you have observed. If necessary and after discussion with all parties, you could possibly be removed from the site. This is handled on a case-by-case basis.
- **I get hurt or have a family emergency:** First, follow the program/facility guidelines. If you have time, contact Academic Fieldwork Educator and let her know what is going on. If not, have your fieldwork site contact Academic Fieldwork Educator and apprise her of the situation. Once the situation has stabilized, contact Academic Fieldwork Educator again to discuss how long you need to be away from fieldwork and other pertinent information. The school and the fieldwork site will make decisions on what will happen with the fieldwork experience after discussion with the student.
- **There is a natural disaster or emergency situation at my fieldwork site:**
 - 1.) Seek shelter, following the policies and procedures of the organization.
 - 2.) Seek medical attention as needed. At some point you will need to contact student health and let them know what is going on and the type of treatment you have received.
 - 3.) Contact either your family or Academic Fieldwork Educator to let them know that you are okay. If you contact your family and you do not have time to call Academic Fieldwork Educator, then tell them to call school and let her know what is going on. If you have limited phone access and have multiple people to contact, call Academic Fieldwork Educator and she will contact family and friends for you.
- **There is a labor strike:**
 - 1.) Contact Academic Fieldwork Educator
 - 2.) If your instructor is going in to work, make plans to go into work as well.
 - 3.) If at any point in time you feel that you are not physically safe, turn back and do not attempt to cross the picket lines.
 - 4.) If it appears that the strike will be lasting an indefinite period of time, your fieldwork instructor and Academic Fieldwork Educator will talk about the future of your fieldwork at this site and discuss alternatives.

- **I don't like my fieldwork supervisor:** First you need to figure out if you can still work and learn from your supervisor. Remember that you don't necessarily have to like someone to work with them. You need to figure out if the problem is you, them or a combination. Keep in mind that this fieldwork experience is not forever and if you can make it work, then do that. If you feel like you and your supervisor really cannot get along, then explore other options. If another fieldwork supervisor is available, consider requesting a change. Remember though, just as you want to know what you are doing right or wrong, your supervisor needs to get that feedback as well. Don't just show up one day requesting a change in supervisors. Make sure that you have gone through the proper channels that your supervisor is aware of your frustrations and agrees that this is the best idea in order for you to have a successful experience.
- **I don't like the other students that I am working with (collaborative fieldwork):** This is a working relationship. You should handle the situation just like you would if you were an employee. Try to find common areas or interests for you and the other student to explore. If you find there is nothing in common, or your work styles don't mesh and you are having difficulty getting your job done, discuss with your supervisor. Again, you don't have to personally like someone to work effectively with them.
- **I don't think the fieldwork supervisor is competent in his/her practice area:** This is not an easy issue to deal with. The first thing you need to figure out is can you learn in that environment. If you can learn and contribute to the setting, then see if you can make it work for the remainder of your experience. If you don't think you can learn in your practice environment there are some options. First thing though, your fieldwork supervisor needs to know that you have concerns, don't surprise him/her with the fact that you aren't happy. You can request a change in supervisors or you can request a withdrawal all together from the experience. Withdrawal has a lot of ramifications and is not something that a student on a fieldwork setting can decide without discussion with the fieldwork supervisor and Academic Fieldwork Educator. Refer to your Student Manual for specifics about withdrawal timelines and re-enrollment fees.
- **My supervisor quits while I am there:** Don't panic!! Most places have a back up plan for situations like this. Either there is another therapist that you can work with or they have another location within their system that you can transfer to.
- **I don't agree with the marks that I've been given on my evaluation:** Tough. The fieldwork supervisor is the expert while on your fieldwork experience. Arguing with them or with Academic Fieldwork Educator saying that you don't agree with how you've been evaluated gets you nowhere. There is a reason why they have that opinion of you and your work, figure out why that is and move on from there.
- **My supervisor has concerns about my progress/performance:** First, discuss with your supervisor about the concerns and ways to improve your performance. If the issue or concerns are not resolved, contact Academic Fieldwork Educator(the NSCC AFWC) to discuss and encourage your supervisor to contact Academic Fieldwork Educator. Each situation/concern will be handled on as case-to-case basis. Academic Fieldwork Educator and

other OTA faculty routinely contact fieldwork sites and supervisors to discuss student progress during the fieldwork experience. If necessary, a site visit will be made to discuss the concern with you and your supervisor or follow up phone calls will be made to ensure the concerns have been resolved.

- **I'm failing at mid-term:** Not really an uncommon occurrence, but still serious. The first four weeks of your experience are really an orientation and exposure time. If you are having difficulty at the halfway mark, you really need to hit the books hard and do whatever it takes to pull yourself out danger. If you are in trouble at mid-term, your fieldwork educator should contact Academic Fieldwork Educator and discuss the current situation. You should contact Academic Fieldwork Educator on your own, after discussing the issues with the fieldwork supervisor. If your fieldwork location is not within driving distance for an on-site meeting, you, your fieldwork supervisor and Academic Fieldwork Coordinator will have a phone conference call to discuss options. Any failing marks at mid-term will be reviewed by the NSCC OTA Faculty.
- **I am asked to leave/withdraw from an experience:** This will depend upon the reasons for withdrawal. Each situation will be handled on a case-by-case basis. In cases of poor performance and/or poor professional skills, students will be reviewed by the NSCC OTA faculty. Each student will review performance with Academic Fieldwork Educator and discuss their interpretation of why they were removed from the experience. Each student must develop a plan for remediation that is accepted by the NSCC OTA Faculty. This plan must be deemed appropriate and all steps of plan must be completed prior to initiation of a placement search for another affiliation. Refer to your NSTCC Student Handbook for specifics about withdrawal timelines and re-enrollment fees.
- **I fail one fieldwork experience:** You must develop a plan for remediation that is accepted by the NSCC OTA Faculty. This plan must be deemed appropriate and all steps must be completed prior to initiation of a placement search for another affiliation.
- **I fail two fieldwork experiences:** You fail the program and are not granted a degree. Refer to your NSCC Student Handbook for specifics on the appeal process.