

DEPARTMENT OF OCCUPATIONAL THERAPY & OCCUPATIONAL SCIENCE **LEVEL II ELECTRONIC FIELDWORK DOCUMENTATION INSTRUCTIONS TO SAVE, COMPLETE, SIGN, AND SUBMIT**



1 Save the 'TU OT FWPE.pdf' document to your computer. This document was included in the TU OT LII FW Packet the site coordinator received via email. If there is more than one Fieldwork Educator (FWEd), one person should be responsible for keeping the official copy.

2 Open the FWPE PDF using Acrobat DC.

The document will work in Adobe Acrobat Reader DC (free version) and Adobe Acrobat DC (paid version).

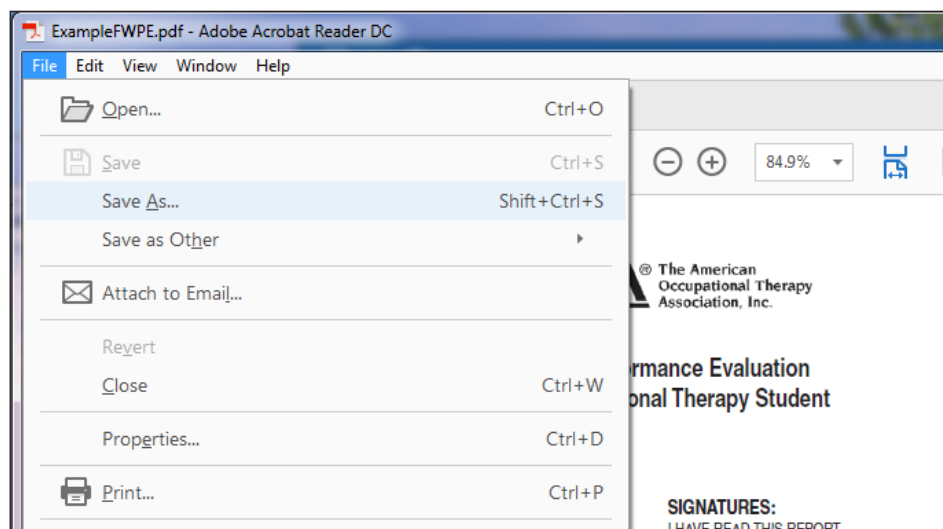
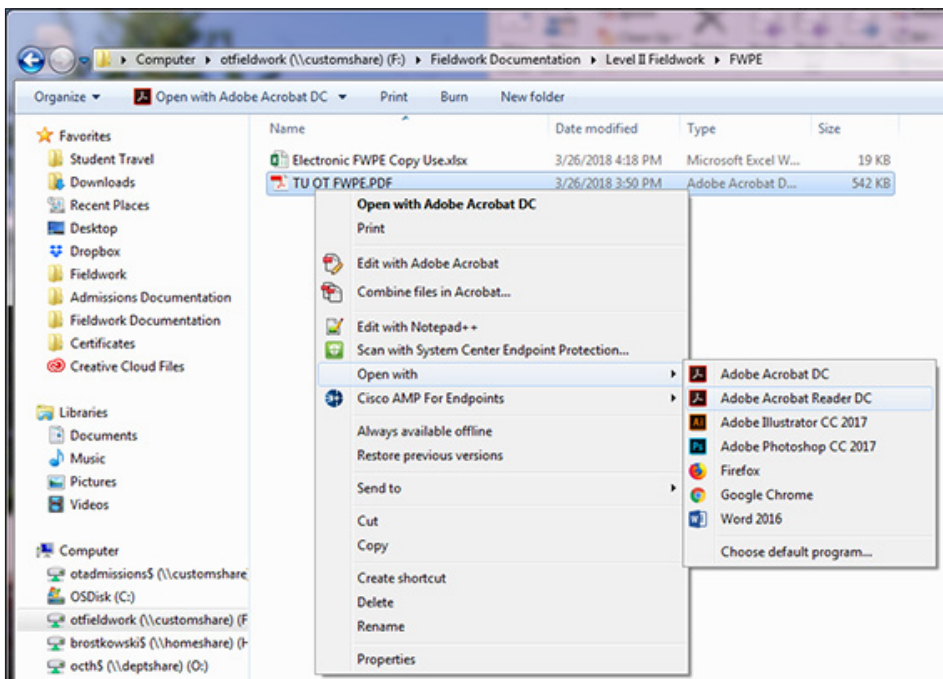
If Adobe Acrobat is not your default PDF reader:

- Open the folder that the FWPE is saved in. If it is saved on your desktop, just view your desktop.
- Right click the file
- Hover your mouse over Open with
- Select Adobe Acrobat DC or Adobe Acrobat Reader DC from the list

3 Use "File" > "Save As..." to save a new copy of the document using the following naming mechanism: studentname_ss18fwpe.pdf

At week 6, complete the first page and scoring for the student's mid-term performance and save the document. Please submit the mid-term score using the separate document provided by the TU Faculty Supervisor.

At week 12, complete the final scoring for the student's performance and follow the remaining steps.



TU OT FWPE.PDF - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools TU OT FWPE.PDF x

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AOTA The American Occupational Therapy Association, Inc.

**Fieldwork Performance Evaluation
For The Occupational Therapy Student**

MS.MI
NAME (LAST) (FIRST) (MIDDLE)
COLLEGE OR UNIVERSITY

SIGNATURES:
I HAVE READ THIS REPORT.
SIGNATURE OF STUDENT

FIELDWORK SETTING:
NAME OF ORGANIZATION/FACILITY
ADDRESS (STREET OR PO BOX)
CITY STATE ZIP
TYPE OF FIELDWORK
ORDER OF PLACEMENT: 1 2 3 4 OUT OF 1 2 3 4
FROM: TO:
DATES OF PLACEMENT
NUMBER OF HOURS COMPLETED
FINAL SCORE
PASS: NO PASS:

SIGNATURE OF RATER #1
PRINT NAME/CREDENTIALS/POSITION

SIGNATURE OF RATER #2 (IF APPLICABLE)
PRINT NAME/CREDENTIALS/POSITION

SUMMARY COMMENTS:
(ADDRESSES STUDENT'S CLINICAL COMPETENCE)

Store and share files in the Document Cloud
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AFTER COMPLETING AND REVIEWING THE FINAL FIELDWORK PERFORMANCE EVALUATION (FWPE) WITH THE STUDENT, COMPLETE THESE STEPS TO SIGN AND RETURN THE FWPE AND OTHER REQUIRED END-OF-PLACEMENT DOCUMENTATION.

4 Type your name in the "Print Name/Credentials/Position" line.

5 Click on the "Signature of Rater #1" line.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

Fieldwork Educator (Digital ID file)
Issued by: Fieldwork Educator, Expires: 2023.08.03 View Details

Configure New Digital ID Cancel Continue

6 A - If you already have an existing Digital ID, **select the ID you want to use, click "Continue", and skip to step 13.**

6 B - If you need to create a new Digital ID, **select "Configure Digital ID" or "Configure New Digital ID",** depending on which pop-up you see.

Digital ID Configuration Required

This signature field requires a digital signature identity.
Would you like to configure one now?

Help Configure Digital ID Cancel

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device
Configure a smart card or token connected to your computer
- Use a Digital ID from a file
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

Cancel Continue

7 Select "Create a new Digital ID", then click "Continue."

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

8 Select "Save to File", then click "Continue."

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

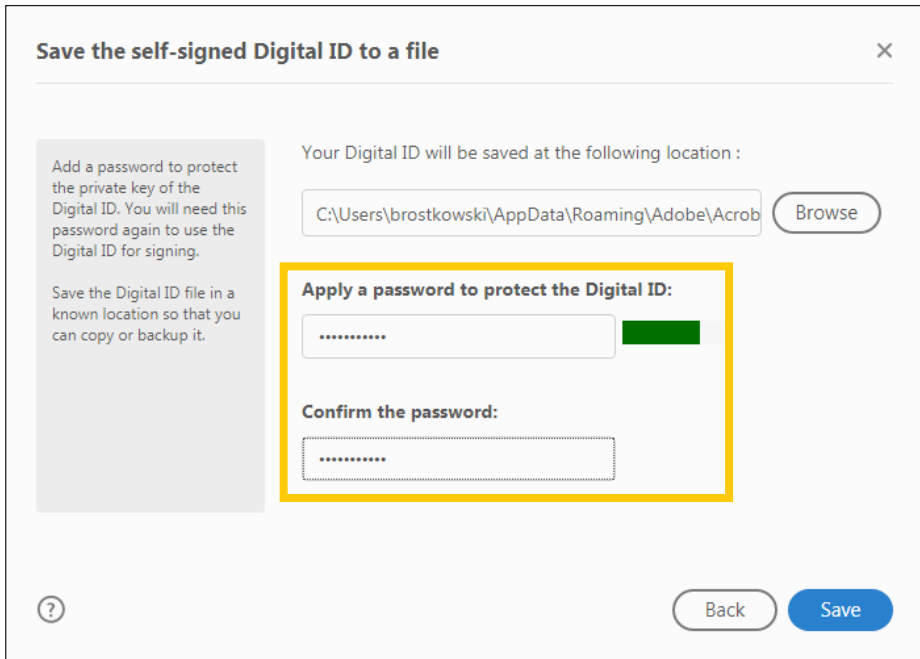
Name	Fieldwork Educator
Organizational Unit	Unit (optional)
Organization Name	Organization (optional)
Email Address	fieldworkeducator@email.com
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Continue

9 Enter your "Name" and "Email Address".

"Organizational Unit" and "Name are Optional."

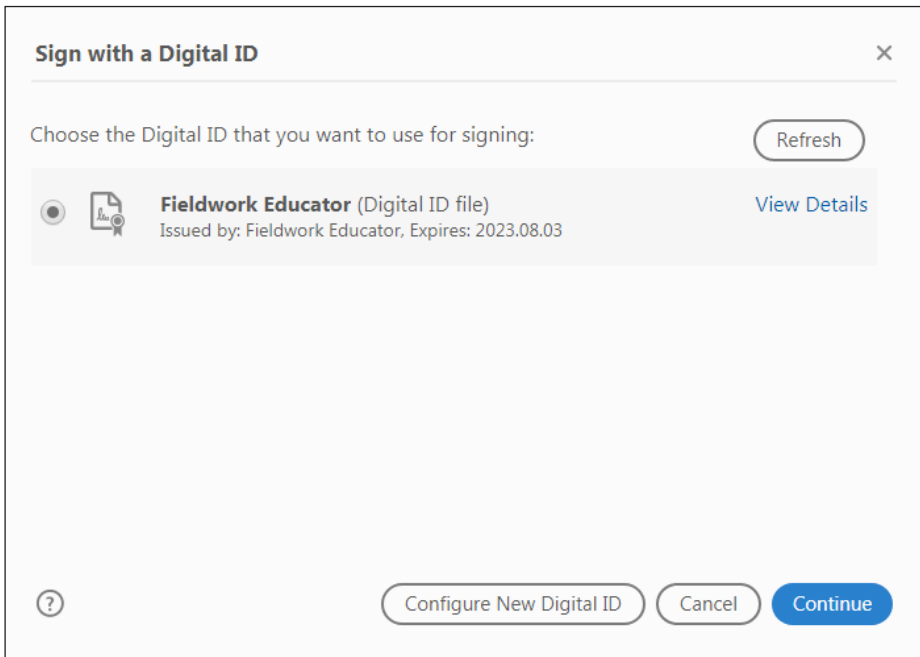
Country/Region, Key Algorithm, and Use Digital ID for should auto fill.



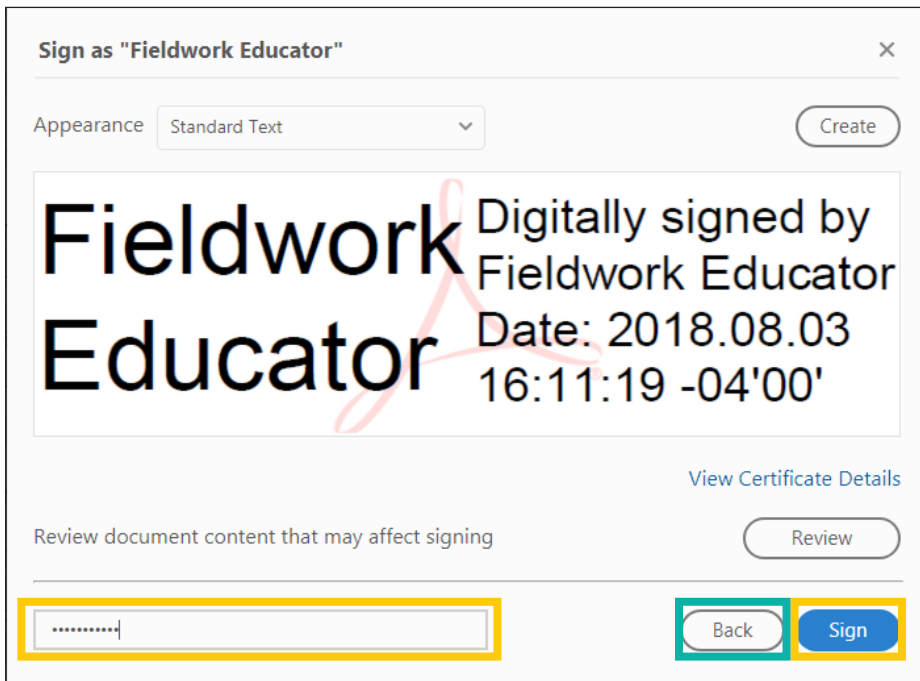
10 Create a password you will remember.

The Digital ID should automatically be saved in your Acrobat AppData folder. You should not need to change this unless you would like it saved somewhere else.

11 Click "Save".



12 Select the Digital ID you just created, then click "Continue".

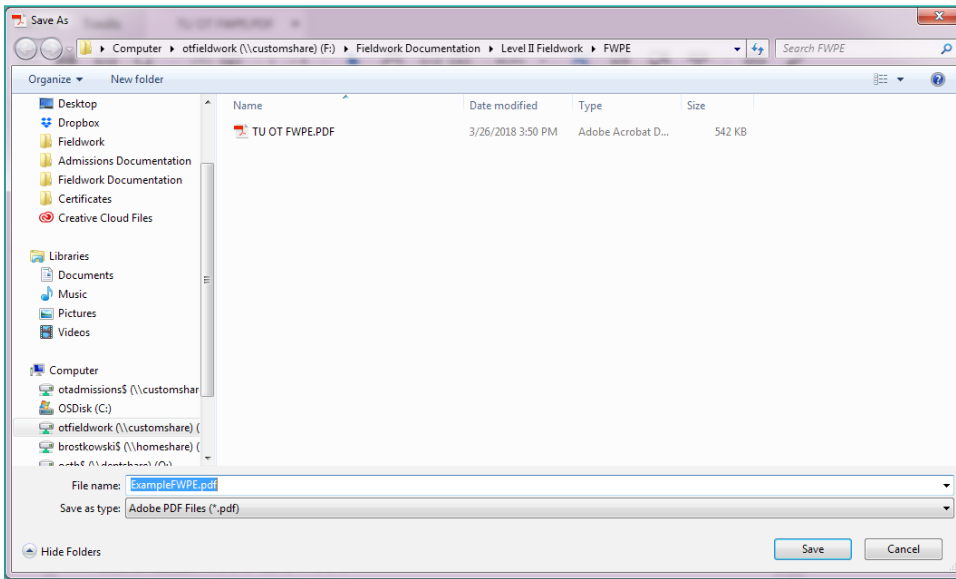


13 Review the Sign as dialogue box for accuracy.

14 A - If ready to sign, enter your signature in the text box and click "Sign."

A "Save as" dialogue box will pop up.

14 B - If you need to change something, click "Back." Make any changes necessary, then continue forward as in 14A.



15 Click “Save” to apply the signature and save the file. The file name should remain the same.

If you receive a pop-up that says there is already a file with that name, select “Yes” to override.

16 Repeat steps 4 through 15 for each additional signature, including the student’s.

17 If more than two Fieldwork Educators need to sign the form, please use the FWPE Supplemental Signature Form provided in our [Fieldwork Training Resources](#)

18 Use this same process to have the student and at least one supervisor sign the Student Evaluation of the Fieldwork Experience (SEFWE) and the Release of Information Form, both of which should be sent to you by the student prior to or during your final meeting.

RETURN FINAL FORMS IN A SINGLE EMAIL TO THE TU OT ACADEMIC FIELDWORK COORDINATOR

Create a new email and attach all end-of-placement documents:

- FWPE completely filled out and with the signatures of all Fieldwork Educators and the student
- SEFWE completely filled out and with the signatures of one Fieldwork Educator and the student
- Release of Information Form completed and signed by one Fieldwork Educator and the student
- If used, the FWPE Supplemental Signature Form
- If not previously returned, the Confirmation of Fieldwork Educator’s Qualifications form

Copy all individuals who signed forms on the email (i.e. the student and any additional FWEs)

Send the email with all attachments and everyone copied to otafwc@towson.edu

SEFWE (11 PAGE PDF)

RELEASE OF INFORMATION FORM

CONFIRMATION OF FWE'S
QUALIFICATIONS FORM