

AFFILIATION AGREEMENT

New York University Steinhardt School of Culture, Education, and Human Development

THIS AGREEMENT is made as of the 2nd day of September, 2022 by and between:

New York University, on behalf of its Steinhardt School of Culture, Education, and Human Development, located at 82 Washington Square East, 5th Floor, New York, NY 10003 (hereinafter, the “University”), and
Franklin Lakes School District, located at 490 Pulis Avenue, Franklin Lakes, NJ 07417 (hereinafter, the “School” and, together with the University, the “Parties”).

WHEREAS, the University’s Steinhardt School of Culture, Education, and Human Development has various educational programs for its students in the fields of health and human development (each, a “Program”); and

WHEREAS, the School has the facilities to provide relevant training to University students in one or more Programs as set forth on Schedule 1 hereto, which Schedule 1 may be amended from time to time in writing signed by the Parties; and

WHEREAS, the School and the University desire to affiliate for the purpose of providing training for University students enrolled in a Program of the University.

NOW, THEREFORE, the Parties agree as follows:

A. The University agrees:

1. To assume full responsibility for the planning and implementation of the entirety of each Program, including the portion of such Program that involves clinical training. The School has the right to approve the portion of each Program to be conducted on its premises in advance of its implementation.

2. To be responsible for scheduling University student placements at the School and informing the School of the number of University students to be assigned placement. The number of University students and placement schedule shall be subject to the approval of the School.

3. To provide an education coordinator who will act as liaison between the University and the School and will correlate the academic and levels of field experience of the University students.

4. To instruct all University students placed at the School of their responsibility for complying with all pertinent rules and regulations of the School of which they are advised.

5. a. To instruct all University students and faculty to maintain the confidential nature of all patient medical records and protected health information (“PHI”) to which they are exposed in accordance with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and any other applicable privacy laws; and

b. to instruct all University students to maintain the confidentiality of HIV-related patient information in accordance with Article 27-f of the New York State Public Health Law.

6. To keep all Program-related records and reports pertinent to the University student's clinical experience while at the School (excluding patient identifiable protected health information).

7. To inform each University student assigned to the School that such student is required, upon request, to meet all School requirements for approval to participate in this training. All costs related to requirements for approval to participate in this training are the responsibility of the student. These requirements include the ability, upon request, (i) to provide the School with evidence that he/she is in good general health, as determined by a physical examination, and that he/she is free from a health impairment which is of potential risk to a patient or which might interfere with the performance of his/her duties, including any habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter his/her behavior; (ii) to provide the School with evidence of the following:

(a) an immunization for rubella, consistent with good medical practice, except that a woman of child-bearing age shall have a screening test to be followed by immunization as appropriate;

(b) a ppd (Mantoux) skin test for tuberculosis prior to participation in the training. Positive findings shall require appropriate clinical follow-up but no repeat skin test;

(c) if born on or after January 1, 1957,

(1) diagnosis by a physician as having had measles disease (rubeola);

(2) demonstration of serologic evidence of measles antibodies; or

(3) two doses of live virus measles vaccine with the first dose administered on or after the age of 12 months and the second dose administered more than thirty (30) days after the first dose but after 15 months of age;

(d) a positive varicella (chicken pox) antibody titer or a history of varicella by parent, guardian, physician or school record;

(e) proof of vaccination against Hepatitis B, proof of immunity to Hepatitis B, or a letter from the University student which states that the student has either commenced the Hepatitis B vaccination protocol or has declined to be vaccinated against Hepatitis B.

8. That University students placed in the School shall be required to maintain health insurance coverage. Prior to placement in the School, University students may be required to send proof of such coverage to the School upon the request of the School.

B. The School agrees:

1. To provide fieldwork experience to University students meeting the standards agreed with the University in respect of the relevant Program, of recognized accrediting agencies, and of State agencies.

2. To provide supervision of the training of each University student by a qualified School staff member whose responsibilities will include orientation of the student to the School, planning of fieldwork experiences, and the evaluation of student performance.

3. To make available to the University students the space, facilities, equipment, and supplies necessary as pertinent to the students' fieldwork experience, to the extent that this will not interfere with the care and treatment being rendered to patients.

4. To permit University students to use the School cafeteria during its normal operating hours, if feasible. University students may be required to pay for their own meals.

5. To provide or arrange for emergency medical care to University students who become ill or injured while on the School's premises, if feasible. The students shall arrange for medical care beyond that of an emergency nature. The University student shall be responsible for the cost of any emergency care and for the cost of any additional medical care beyond that of an emergency nature.

C. The University and the School agree:

1. That the School shall provide each student with training on the safety, security, and emergency preparedness protocols of the School during orientation or prior to beginning the training.

2. That the University shall provide each student with general instruction in the infection control procedures used in health care facility settings, including a review of the Occupational Health and Safety Act ("OSHA") Bloodborne Pathogens Regulations. The School agrees that, if applicable to the School, as part of each student's orientation to the rules, regulations, policies and procedures of the School, it shall instruct each student on infection control procedures, including the OSHA Bloodborne Pathogens Regulations, as they have been implemented at the School. The School shall comply fully with the OSHA Bloodborne Pathogens Regulations with respect to any student

who sustains a percutaneous, mucosal, or broken skin exposure to blood or other potentially infectious bodily fluids. If the School requires that students undergo a respiratory fit test in advance of placement, the School will perform such fit tests with the student's prior consent.

3. To comply with applicable federal, state and local laws in connection with this Agreement.

4. In connection with its performance under this Agreement, School may create and maintain on behalf of University "educational records" of University students, and University may disclose "personally identifiable information" from education records to School under the "school official" exception, as such terms are defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 ("FERPA"). School agrees to use, maintain, and make available such education records in accordance with the requirements of FERPA and in accordance with University's FERPA Guidelines, which are available at www.nyu.edu/apr/ferpa.htm. In particular, School agrees to (i) not disclose personally identifiable information from education records to any other party without prior written consent of University; (ii) not use such information other than for the purpose of performing its obligations under this Agreement; and (iii) fully cooperate with University in connection with any request by a University student to review and/or amend his or her education records.

5. That at no time will they discriminate against any employee, applicant, University Student or School student because of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital or parental status, veteran or disabled veteran status or citizenship status.

6. That no University student placed in the School under this Agreement shall in any way be considered an employee or agent of the School or the University, nor shall any University student be entitled to any fringe benefits, worker's compensation, disability benefits, or other rights or benefits normally afforded to employees or agents of the School or the University.

7. That the School reserves the right to screen University students in advance of their placement at the School in connection with the Program.

8. That, upon agreement of the parties, the training experience may be conducted remotely in a manner acceptable to both parties. In the case of an in-person placement, the University retains the right to remove any student from the School immediately if the University determines that conditions at the School are not safe or healthy or are otherwise unsuitable for the student.

9. That the School retains the right to remove any University student from the School who: (i) endangers the welfare or safety of the School students or employees; (ii) disrupts the business or operations of the School; (iii) fails to comply with the direction of the School

staff; (iv) fails to abide by the rules, regulations, policies and procedures of the School; or (v) is not suited to the clinical training in the School's reasonable opinion. The University retains the right to remove any University student from the School who: (i) fails to maintain successful student status as outlined in the University's policies; (ii) violates the University's honor code; or (iii) any other reason deemed appropriate by University personnel. Each Party agrees to notify the other Party promptly and in any case within one (1) business day of such removal.

10. That, notwithstanding any other provision of this Agreement, the School retains ultimate responsibility for the education and care of its students at all times.

11. Each Party shall maintain in respect of its employees, volunteers, and agents and, in the case of the University, its students, (i) professional liability insurance coverage in an amount not less than \$1,000,000 per claim and \$3,000,000 in the annual aggregate and (ii) commercial general liability insurance coverage in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate, with no exclusion for sexual abuse and molestation. Each Party's insurance coverage shall be maintained with a carrier authorized to do business in the respective state(s) or through self-insurance. Each Party will provide to the other Party, upon such other Party's request and at least annually, a certificate of insurance evidencing the required insurance coverage, naming the other party as additional insured as their interests may appear. In addition, upon renewal or replacement of any required insurance coverage, each Party will provide replacement certificates to the other Party. The certificate of insurance shall include a statement that the notice of cancellation shall be given pursuant to the terms and conditions of the policy. If the School is an institution operated by a municipality or government agency or municipal or government employees, the School may fulfill the requirements of this Section 11 through insurance provided by or through such legislation covering the school's activities and personnel and otherwise meeting the requirements of this Section 11.

12. That where allowed by law, each party (each an "Indemnifying Party") will defend and indemnify the other party, its affiliated entities and their respective trustees, directors, officers, employees, and representatives (each an "Indemnified Party") from and against all claims, demands, suits, proceedings, investigations, losses, liabilities, damages, settlements, judgments, interest, penalties, and expenses of any kind, including court costs and reasonable attorneys' fees, relating to both direct claims and third party claims resulting from or arising out of (i) the negligence or willful misconduct of the Indemnifying Party in connection with this Agreement, including but not limited to claims or allegations of negligent supervision, failure to supervise, or sexual abuse or molestation, or (ii) breach by the Indemnifying Party of any of the terms of this Agreement or any applicable law or regulation. The Indemnified Party will provide the Indemnifying Party with prompt written notice of any claim for which it seeks indemnification under this Agreement, provided that any failure or delay in providing such notice will not relieve the Indemnifying Party of any obligations under this provision except to the extent such failure or delay prejudices the defense of any such claim. That with respect to third party claims subject to indemnification, the Indemnifying Party will have the right to control the defense of any such claim with counsel that is reasonably acceptable to the Indemnified Party. In defending such claim, the Indemnifying Party will keep the Indemnified

Party informed of all material matters relating to the defense of such claim and will not agree to any compromise or settlement of such claim without the Indemnified Party's prior written consent, which shall not be unreasonably withheld. The Indemnified Party will provide reasonable cooperation to the Indemnifying Party in the defense of such claim. The Indemnified Party may participate in the defense or settlement of such claim at its own expense and with counsel of its own choice. This provision shall survive the termination or expiration of the Agreement.

13. That this Agreement becomes effective as of the date first written above and will continue in full force and effect until termination. This Agreement may be terminated by mutual written agreement at any time or by either Party giving sixty (60) days' prior written notice to the other Party; provided that, any University student placed at the School for training up to and including the date of termination shall be permitted to complete his/her assignment.

14. That neither this Agreement nor any obligation or right thereunder may be assigned to any third party without the prior written consent of the other Party. Any purported assignment without such consent shall be null and void.

15. That all notices required hereunder shall be in writing and shall be delivered by messenger or by certified first-class mail, or transmitted by facsimile, and in accordance with the return receipt requested:

to the University:

Global Affairs & Experiential Learning
Steinhardt School of Culture, Education, and Human Development
New York University
82 Washington Square East, 5th Floor
New York, NY 10003

to the School:

Franklin Lakes School District
490 Pulis Avenue
Franklin Lakes,
NJ
07417

16. That this Agreement is not for the benefit of any third party.

17. That each of the parties shall perform its obligations hereunder as an independent contractor. Nothing contained in this Agreement shall create any agency, partnership, association or joint venture between the parties hereto. Neither party shall have the right or authority to create any obligation or responsibility, express or implied, on behalf of or in the name of the other party, or to bind the other party contractually in any manner whatsoever. Under no circumstances, as a result of this Agreement, shall any officer, agent,

employee or representative of one party be considered an officer, agent, employee or representative of the other party.

18. That this Agreement may be modified only by mutual written and signed agreement of the authorized representatives of the Parties thereto. This Agreement supersedes all other prior similar agreements between the Parties in respect of the subject matter hereof.

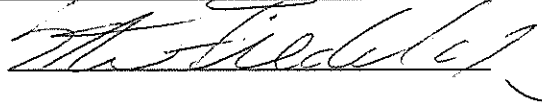
19. That this Agreement shall be interpreted in accordance with the laws of the State of New York without regard to its conflicts of laws principles.

20. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. A signed copy of the Agreement that has been transmitted via electronic mail, facsimile, or as a hard copy, can operate as the executed original copy

IN WITNESS WHEREOF, authorized representatives of the Parties have signed this Agreement as of the day and year first written above.

FOR AND ON BEHALF OF

FRANKLIN LAKES SCHOOL DISTRICT

Signature: 

Printed Name: Steven Fiedelvey

Title: Director of Special Services

Date: 7/2/22

NEW YORK UNIVERSITY

Signature: _____

Printed Name: Zack Klim

Title: OFFICE OF GLOBAL AFFAIRS AND EXPERIENTIAL LEARNING
STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT

Date: _____

Schedule 1
to Affiliation Agreement between New York University and Franklin Lakes School District
Programs

All Steinhardt



NYU STEINHARDT

DEPARTMENT OF OCCUPATIONAL THERAPY

Full Name of Course: FIELDWORK II			
Course Number: OT-GE 2703 001 & 002	Credits: 3	Semester: SUMMER/FALL/SPRING	Year: 2022-2023
Average Faculty/Student Ratio			
Lecture: 1:55	Seminar:	Recitation:	Laboratory:
Instructional Method (in minutes)			
Lecture: 12 weeks	Seminar:	Recitation:	Laboratory:

FACULTY

Alison M. Rangel (Academic Fieldwork Coordinator)
alison.rangel@nyu.edu

CLASS MEETING TIME & LOCATION

Daily Off campus for the entire semester

COURSE DESCRIPTION

Students participate in supervised full-time practice in various agencies and institutions. Students gain and apply knowledge in a variety of practice settings treating clients and patients across the lifespan. Students are assigned caseloads consisting of patients/clients with whom they are expected to demonstrate progressively higher levels of performance and responsibility as fieldwork advances. Department faculty consult with individual sites to assist in the development of their fieldwork programs and the supervision of our students. Students must show initiative and respond appropriately to supervision. Students must demonstrate ethical professional behavior. Students should demonstrate entry-level skill with the population to whom they have been assigned.

PREREQUISITES

Satisfactory completion of all academic course work and have an overall minimum GPA of 2.50

RELATIONSHIP TO THE CURRICULUM DESIGN

In the curriculum, Level II fieldwork provides the opportunity to apply all academic knowledge and Level I fieldwork clinical experiences under the guidance of a licensed occupational therapist with at least one year of practice experience. Fieldwork assignments require that each student use sound clinical reasoning in relating to their patients/clients. Discretion, ethical behavior, and cultural sensitivity are also required as is mandated by our curriculum design. Care is delivered to individuals as assigned by the clinical supervisor/fieldwork educator. Requirements are planned onsite, guiding the student incrementally toward entry-level competence. Independent problem solving, participation in supervision, and integration of knowledge and skills are expected of the student. Successful completion of this course is required in order to be eligible for graduation.

COURSE OBJECTIVES

Fieldwork experiences are based on the following general objectives, with the understanding that they will be met according to the individual student's level of readiness. Each facility will have specific objectives on which to evaluate the student's performance at midterm and again at completion of the fieldwork. Grading is determined by the course instructor in collaboration with the clinical supervisor/fieldwork educator.

By the end of each Level II fieldwork period, the student will be able to:

1. Apply previously learned theoretical concepts to actual therapeutic and professional situations.
2. Use appropriate methods of evaluation to determine the needs and intervention/treatment goals of assigned patients/clients/consumers.

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3. Understand the implications of psychosocial factors and its impact on meaningful engagement in occupation.
4. Plan an effective intervention program, which includes appropriate goals, methods and media to meet the goals of assigned patients/clients/consumers.
5. Implement intervention programs with assigned patients/clients/consumers according to the guidelines set forth in prepared treatment plans, team meetings and facility schedule.
6. Communicate effectively (both orally and in writing) and demonstrate appropriate documentation skills with patients/clients/consumers and staff.
7. Interact professionally, as a beginning occupational therapist, with other members of the team.
8. Perform organizational and administrative tasks which are necessary for the maintenance, upkeep, and continued functioning of an occupational therapy service.
9. Participate in the supervisory process to become familiar with the process and learn the value and techniques of giving and receiving supervisory information.
10. Supervise other students, personnel, or volunteers, as needed, to develop an awareness of the role and responsibilities of a supervisor.
11. Integrate knowledge of the various environments and roles in which an occupational therapist can perform and function.
12. Demonstrate an awareness of professional issues and respond as a contributing member of the occupational therapy community.
13. Cultivate professional attitudes and a sense of commitment to the profession and to the consumers.
14. Perform tasks in all areas delineated in the AOTA Fieldwork Performance Evaluation [FWPE] tool, as required by the facility as an entry-level therapist.
15. Perform tasks with knowledge and sensitivity to the multicultural and situational needs of patients, clients, families, and co-workers including client centered care and occupation based outcomes.
16. Perform tasks with consideration for cost containment, for the appropriate use of resources in collaboration with the team and for the other occupational therapy practitioners.
17. Demonstrate an awareness of the current health care climate and the various factors that impact occupational therapy practice at the clinical setting (including service delivery model, insurance reimbursement, legislative and regulatory issues.)

2018 MS ACCREDITATION STANDARDS

This course meets the following 2018 ACOTE Standards: B.1.1; B.1.2; B.1.3; B.1.4; B.2.1; B.2.2; B.3.1; B.3.2; B.3.3; B.3.5; B.3.6; B.3.7; B.4.1; B.4.2; B.4.3; B.4.4; B.4.5; B.4.8; B.4.10; B.4.18; B.4.19; B.4.20; B.4.22; B.4.23; B.4.24; B.4.25; B.4.26; B.4.28; B.4.29; B.5.1; B.5.2; B.5.3; B.5.4; B.5.5; B.5.6; B.5.7; B.5.8; B.7.1; B.7.2; B.7.3; B.7.4; B.7.5;

TEACHING AND LEARNING EXPERIENCES:

Level II fieldwork requires two (2) 12-week full-time fieldwork experiences under the supervision of a licensed OT. The fieldwork must take place at an approved site which is governed by a signed agreement between New York University and the site. Each facility will assign caseload and other written/oral performance requirements.

EVALUATION METHODS

Pass/fail grades are determined by the NYU OT faculty based on the specific numeric and summative data submitted by the site supervisor and adheres to our grading criteria as outlined in the Level II Fieldwork Manual.

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Requirements for passing include AOTA FWPE Tool (see attached FWPE form) scores of:

Overall Final Score: Pass 111 points and above
 No Pass 110 points and below

STUDENT RESPONSIBILITIES

Students must:

1. Submit the completed Fieldwork II Preference Form and all other required paperwork on or before the date announced by the Academic Fieldwork Coordinator (AFWC).
2. Communication from each student regarding choice of fieldwork is used by the AFWC to understand each student's interest but cannot be used as a mandate for placement. Fieldwork site availability varies year to year. If a student refuses to consider or try a fieldwork opportunity arranged by the Academic Faculty, the student cannot be guaranteed an alternate placement. The AFWC is always open to genuine and legitimate concern for the student regarding their placement sites. However, please understand that it is one's professional obligation to serve clients who are underserved or live in disadvantaged circumstances. Therefore, a student with a concern for personal safety because of the site location should contact AFWC to discuss strategies that have worked for students previously assigned to these sites.
3. Confirm with each fieldwork supervisor at least six weeks prior to the starting date of each placement and deliver one copy of the "Personal Data Sheet", proof of current health insurance (purchase and maintain health insurance throughout the fieldwork) and current health clearance to each clinical instructor prior to the start of each Level II fieldwork experience. If a student must have a live virus's vaccination, it must be administered three months prior to beginning fieldwork to protect those clients with compromised immune systems. Failure to have a current medical clearance may result in a delay in beginning the fieldwork experience.
4. Meet all documentation and pre-requisite requirements of the agency to which they are assigned.
5. Adhere to confidentiality, ethics, and regulations governing patient/client/consumer rights to privacy as mandated by law and AOTA ethical standards.
6. Many fieldwork sites require criminal background checks and other types of information that may include the following: criminal arrest record, background check through the State Bureau of Investigation including fingerprinting, central registry check for child abuse charges, drug and alcohol testing, health immunization and physical exam records, and on-site physicals. It is the student's responsibility to ask each site if a background check or any other types of testing are required for fieldwork placement. Any expense incurred is also the responsibility of the student. It is also the student's responsibility to make arrangements to complete ALL site requirements in a timely manner. Failure to do so may delay fieldwork or cause a site to cancel a student's fieldwork. The results of any background check are confidential and are not released to the AFWC without your written consent. Students who choose not to obtain any necessary screenings/requirements will limit the pool of possible fieldwork placements. The fieldwork sites reserve the right to refuse placement based on the results of any screening or for other reasons.
7. Complete all assignments required by the fieldwork site by their due dates.
8. Maintain a daily timesheet that is approved by your FWE(s)
9. Document all weekly supervision.
10. Complete an AOTA Student Evaluation of the Fieldwork Experience (SEFWE) and send it to the AFWC at the end of the Fieldwork experience.
11. Complete the STUDENT PROGRESS REPORT/STUDENT SURVEY OF CURRICULUM-CLINICAL FIT at midterm and final of each of your Fieldwork II placements. Please send the report to the AFWC once at midterm and once at the conclusion of your fieldwork placement.

12. Check your NYU email account weekly for postings from the NYU faculty and/or staff.
13. **NEW YORK UNIVERSITY DOES NOT GRANT LEAVE TIME, VACATION TIME, OR SICK TIME TO ANY STUDENT ON FIELDWORK.** Any such absence must be cleared and approved in advance by the onsite supervisor, who will decide how and when the student will make up missed time.
14. In the event of an early termination of a fieldwork experience prior to fulfillment of course requirements, the full Fieldwork experience will have to be repeated. In addition, a student who leaves fieldwork without prior review and approval by the AFWC automatically receives a failing grade and cannot be guaranteed placement in any additional course work. It is the STUDENT'S responsibility to write a clear explanation of the circumstances causing failure which will be reviewed by the AFWC. It is recommended that each student look carefully at the circumstances and work habits leading to success and the circumstances and work habits leading to difficulties. When a fieldwork experience is unsuccessful, the emotions can be difficult to resolve. Students are required to submit a detailed, written plan of action and may also be required to complete remedial coursework prior to repeating the fieldwork course. It is for this reason that only after careful consideration and planning will a repeat fieldwork be scheduled. **REGISTRATION FOR AND REPETITION OF THE COURSE CANNOT BE GUARANTEED WITHIN THE SAME SEMESTER**
15. During each twelve-week fieldwork assignment, it is the student's responsibility to communicate with the AFWC. Each student is encouraged to call (212-998-5832, fax (855-877-6005) or email (alison.rangel@nyu.edu) the AFWC as necessary or desired. Additionally, students can make a request for an on-site visit from the AFWC or another faculty member.
16. **REGISTRATION:** New York University provides liability coverage for fieldwork only after a student is registered and payment is received for the course. Failure by the student to register and pay for the fieldwork course opens the student to professional liability litigation without university assistance. **STUDENTS ARE RESPONSIBLE FOR PAYING FOR OR ENSURING THAT THEIR SCHOLARSHIP SOURCES HAVE PAID FOR ALL REQUIRED FIELDWORK COURSES PRIOR TO THE FIRST WORK DAY AT THE CLINICAL SITE.** De-enrollment from a fieldwork course can occur if a student has registered for the course and payment for the course has not been received by the graduate payment deadline posted by the Bursar's office. The fieldwork faculty is not notified by the Bursar or any other university office if a student has been de-enrolled. Therefore, the fieldwork faculty has no way of warning the student of the situation.
17. **IF A STUDENT IS DE-ENROLLED, THE STUDENT CANNOT STAY AT THE FIELDWORK SITE. RE-ENROLLMENT MUST BE DONE IN PERSON. THIS SITUATION CANNOT BE RECTIFIED WITH A PHONE CALL. INSTEAD, A STUDENT MUST APPEAR IN PERSON AND HANDLE THE PROBLEM DIRECTLY AT THE BURSAR'S OFFICE. THE STUDENT IS RESPONSIBLE FOR ANY CONSEQUENCES OF DE-ENROLLMENT, SUCH AS: MISSED FIELDWORK DAYS, CANCELLED FIELDWORK PLACEMENT, NO POSTING OF A GRADE FOR FIELDWORK, INELIGIBILITY FOR GRADUATION AND INELIGIBILITY FOR TAKING THE CERTIFICATION EXAM.**

FIELDWORK EDUCATOR (FWE) GRADING GUIDELINES

1. The FWE will use the AOTA Fieldwork Performance Evaluation Tool (FWPE) to assess a student in the fundamentals of practice, basic evaluation and screening, intervention, management of occupational therapy services, communication, and professional behaviors. The link to the online AOTA FWPE Tool will be provided by the academic program to the FWE. Reminders and confirmation will be sent at midterm and at the final.
2. The FWE will determine an overall rating of a student in achieving entry-level competence. The student will submit a self-evaluation using the FWPE at midterm and during the final assessment.
3. It is recommended that by the sixth week or by the midterm (whichever comes first) the student be given sufficient responsibility to determine if his or her performance justifies successful completion of the Level II fieldwork course by the final week. Numerical scoring is used for both midterm and final evaluation. If, after the midterm, the student's performance demonstrates a problem that could

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jeopardize successful completion by the final week, the FWE shall contact the AFWC to discuss an educational contract or a plan of action. The FWE should document the student's progress and review it with the student. The FWE, AFWC, and the student will collaborate to determine a course of action. The Formstack platform will send the AFWC an automatic PDF of the completed AOTA FWPE Tool by FWE of the student's performance at midterm and final. The FWE should contact the AFWC if they have not received an individualized link to the online AOTA FWPE tool from the OT program. The AFWC will also contact the FWE if they have not finished completing the AOTA FWPE tool at midterm or at the final assessment.

4. The FWE will determine scheduling, caseload, assignments and expectations for competency based on the mission and standards of the clinical site. The AFWC will assign a letter grade (Pass or Fail) for the course after receiving the FWE's assessment of the student's overall performance on Fieldwork II.
5. The FWE is encouraged to collaborate with the AFWC in planning student experiences and is encouraged to call, email or request a site visit from the AFWC or other NYU OT faculty member at any time during the fieldwork experience.
6. Each FWE may approve or deny a student's request for time off and may determine the need for any additional time a student might need to make-up for missed time.

REQUIRED TEXTBOOKS/READINGS

Rangel, A. (2021). *Level II Fieldwork Manual 2021-2022, New York University Occupational Therapy Program. A guide to Selection and Placement on Level II Fieldwork.*

ACCOMODATION STATEMENT

If you have a physical, psychological, medical or learning disability that may impact your course work, please contact The Henry and Lucy Moses Center for Students with Disabilities , 719 Broadway, 212-998-4980, <<http://www.nyu.edu/csd/>>. They will work with you to determine what accommodations are necessary and appropriate. All information and documentation is confidential.

ACADEMIC INTEGRITY STATEMENT

All students are responsible for understanding and complying with the NYU Steinhart Statement on Academic Integrity. A copy is available at http://steinhardt.nyu.edu/policies/academic_integrity



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/29/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. 1717 Arch Street Philadelphia, PA 19103-2797 Attn: PHILADELPHIA.CERTS@MARSH.COM CN101227549-NYU-GUWP-22-23	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:		FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED New York University 105 East 17th Street, 4th Floor New York, NY 10003	INSURER A : Pinnacle Consortium of Higher Ed VT RRRG		11980
	INSURER B : N/A		N/A
	INSURER C : Genesis Insurance Company		38962
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** CLE-006749381-11 **REVISION NUMBER:** 27

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PCHE2022-08	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			YUB 3010890	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PROFESSIONAL LIABILITY			PCHE2022-08	07/01/2022	07/01/2023	PER CLAIM 5,000,000 AGGREGATE 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is included as additional insured with respect to the General Liability Coverage, but only with respects the Insured's indemnity obligations as required by written contract or agreement.
 Professional liability policy includes Medical Malpractice coverage.

CERTIFICATE HOLDER

Franklin Lakes Board of Education
 Attn: Mariela Arcentales
 490 Pulis Avenue
 Franklin Lanes, NJ 07417

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Marsh USA Inc.

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