

International Fieldwork Memorandum of Understanding

Purpose:

1. Provide a sample international fieldwork agreement to expedite processing of fieldwork site placements.
2. Provide an example of a document that is responsive to Accreditation Council for Occupational Therapy Education (ACOTE[®]) standards and that can help AOTA members expedite processing through various administrative units.

Note: An international memorandum of understanding (MOU) used by one academic OT/OTA program may also be an acceptable example for another academic OT/OTA program to embark on international relationships. Consult OT/OTA programs that have successfully established international fieldwork for examples of their MOUs.

Introduction: This document is meant to be used as a guide for an academic OT/OTA program and/or potential fieldwork sites to consider necessary MOU elements, ensuring a successful and legally appropriate partnership. A proper MOU is one element necessary in a successful partnership. It is recommended that this document be used in conjunction with a data form that includes type of setting, population served, any requirements, and staffing. Finally, visit accompanying guides and documents for other essential elements for a successful international partnership.

Model Occupational Therapy International Fieldwork Memorandum of Understanding

Receiving Agency (Fieldwork Site) _____

Address and contact information _____

City _____

Country _____

The potential **Fieldwork Site** agrees to provide the items below:

Required

___ Supervision by an occupational therapist or occupational therapy assistant who completed a WFOT or ACOTE approved educational program (exhibit-copy of diploma)

___ Supervision by an occupational therapist or occupational therapy assistant who has at least 1 year of experience

Note: An OTA cannot be a primary fieldwork educator for an occupational therapy student.

___ A population that will offer an appropriate educational experience for the student (exhibit-AOTA Data Form or equivalent)

___ A letter verifying starting and ending dates for each assigned student

___ A full-time opportunity based on the hours of the facility (exhibit-data form)

___ An orientation to the facility, relevant staff, and procedures

___ Site-specific objectives for student fieldwork experience

___ An evaluation of the student's performance using the required form

Optional

___ Living accommodations and/or guidance regarding potential living accommodations

___ Assisting with specified meals and/or suggestions regarding food availability

___ Transportation information

___ Initial guidance/pick-up at point of entry and/or other necessary assistance

___ Emergency medical service arrangements, including knowledge of appropriate medical clinic

The **Academic OT/OTA Program** agrees to provide:

___ A student who has successfully completed the specified **portion of the** occupational therapy academic curriculum needed for the type of placement

___ A student who has engaged in relevant occupational therapy practice and fieldwork experiences

___ A student who has medical clearance (prior to fieldwork) and immunizations recommended for the respective country

- ___ A student who has international health insurance coverage
- ___ Objectives for student fieldwork experience
- ___ Assignments that the student is to submit to the academic OT/OTA program
- ___ Required fieldwork evaluation forms
- ___ Documents and syllabi related to the course work completed by the student
- ___ Communication with the facility and the student via e-mail, fax, telephone, or post

Signed for the Fieldwork Site:

Name: _____ Title: _____ Date: _____

Signed for the Academic OT/OTA Program:

Name: _____ Title: _____ Date: _____

Address and contact information:

Resources:

[AOTA Fieldwork Data Form](#)

[AOTA: Fieldwork Education Section](#), including forms and guidelines

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