

Occupational Therapy Program

Feedback Checklist



A. Determine/consider learning style of student

- Set the stage
- Review student profile
- Interview

B. Weekly supervision meetings

- Determine need for learning contract
- Weekly Feedback Form
- Interview
 - Both parties complete
 - ✧ Student as active participant in session
 - Successes
 - Challenges
 - Goals and Strategies
 - Based on 12 Week Schedule
 - Retain copies
 - ✧ Refer to assist in complete midterm and final
 - ✧ Evidence of poor performance and progress

C. Require student to complete self-assessment at midterm and final

- Provide photocopy of FWPE to student at end of week 5
- Student to complete for review at midterm and final

D. Determine appropriate methods of feedback

- Written
- Verbal
- Audiovisual

E. Objectively assess student performance

- 12 Week Schedule
- Site-specific Learning Objectives
- Weekly Supervision Meeting Forms

F. Consider amount of time to provide feedback and schedule accordingly

- How much time is needed?
- Do I need to schedule feedback session at a different time?
- Who needs to be present?
- Do I need to contact the AFWC?"

Developed by Sheila Moyle, OTD, OTR/L and Bridget Trivinia, OTD, MS, OTR/L