

ATTENDANCE POLICY

Responsible Attendance

As an adult learner you most likely have multiple roles and commitments to juggle. In addition to being a student, you may be an employee, a parent, a community leader, or a caregiver to a family member. If you are a full-time student, you are working to learn a wide variety of new skills and to meet the expectations for multiple courses. Your instructors also have many responsibilities and multiple roles. Therefore, we need to work together to accomplish the intended learning outcomes for this course.

Responsible attendance means that you will plan your schedule so that you can be present for scheduled class sessions and manage your time so that you can complete your assignments and assessments on or before the date they are due.

If you miss a class session unexpectedly:

1. Student will contact the lead instructor as soon as reasonably possible but at minimum by the end of the business day. Contact Instructor in person, via email, Teams chat or via voicemail.
2. Student is responsible for checking Blackboard, for student schedule, updates to assignments and to obtain handouts or other learning materials, relevant to that day.
3. If you missed interactive, applied, or group learning activities during lecture, points given will not be able to be made up. For example, if, during lecture, students completed work and were given points for this work, there is no way for you to make up the missed interactive work. A zero is given in the grade book.
4. For missed lab, follow the Make Up Lab Policy.

If you know you will miss a class session:

1. Plan ahead to submit assignments or complete assessments that will be due during your absence prior to your absence.
2. Notify the Instructor in person, via email, or via Teams message prior to your absence.
3. Items 2, 3, and 4 above also apply.

Make Up Lab Policy

PURPOSE:

Since the profession of occupational therapy requires hands-on skills, the expectation of the OTA program at Northwood Tech is that students attend every lab to develop entry-level, hands-on skills. Development of hands-on skills is essential to the practice of occupational therapy and successful completion of Fieldwork.

NORTHWOOD TECHNICAL COLLEGE
OCCUPATIONAL THERAPY ASSISTANT
STUDENT POLICIES

GUIDELINES:

If a student does not attend lab:

1. The student is responsible for skills and content covered in lab. Lab material/skills may be on written exams.
2. The student will contact the lab instructor within hours.
3. Lab materials will be on Blackboard.
4. If the student misses a lab during which their presentation was scheduled, the student must record the presentation and submit to Blackboard electronically, unless the instructor has provided alternate instructions to you. The late assignment policy is applied.
5. If the student misses a lab during which their group or teaching activity is scheduled, the student must contact the lab instructor and schedule a make-up time for their activity. It is the student's responsibility to provide group participants, equal to the number and equivocal age of students (participants) in the missed lab. The late assignment policy is applied from original due date.
6. If the student misses a lab learning activity, where points are given during lab time, you will not be able to make those points up. For example, if, during lab, students completed work and were given points for this work, there is no way for you to make up the missed interactive lab activity work. A zero is given in the grade book.
7. If the student misses a lab during which out of class assignments are completed, the student must complete and submit the assignments to Blackboard as scheduled. The late assignment policy applies as written.
8. If the student misses skills, they must demonstrate the skills, even if no points were issued. The student must record the skill demonstration and submit it to Blackboard electronically within 1 week of the missed lab. It is the student's responsibility to acquire the supplies, technology and equivocal subject(s) for this demonstrated skill. The student will have 1 week to provide this documentation to the lab instructor. If this is not completed within 1 week, the student may be placed on a Growth Contract. Missed lab skills may result in course failure.
9. If a client/patient/partner is needed for the activity, the student must provide their own subject(s). Fieldwork sites may *not* be contacted (per Fieldwork policy K3). Community sites may *not* be contacted without prior permission from the instructor.
10. If supplies are needed, the student is responsible for gathering, disinfecting, and putting away the supplies.
11. Students may be required to sign a growth contract for lab absences. Lab absences in any program core course may result in course failure.