

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

## **DISTANCE LEARNING EDUCATION POLICY**

The OTA program at Northwood Tech originates from the Ashland campus and connects to Rice Lake and New Richmond via web conferencing. With the use of technology, all campuses can be connected and participate in discussions in "real time". Using technology for instruction can be challenging and exciting. Please use the following directives to assist you with your OTA experience.

### **Web conferencing (ie Teams)**

- You will become proficient in the use of technology (cameras, computer) for class presentations.
- Each location has hanging microphones or desktop microphones. These are very sensitive. Students must limit noise such as paper shuffling, package and container opening, eating crunchy foods, and conversation and remain muted when not speaking.
- If you are going to eat during class, be aware of decreasing noise as it can be distracting to other learners.
- If technical problems occur, assistance can be provided by the Northwood Tech classroom support assistants located on each campus.
- Most assignments will be submitted in Blackboard at the beginning or end of class. It is suggested that you keep electronic copies of your work prior to turning them in.
- On rare occasions you may need to submit a physical item as your assignment. In these instances, you may be asked to bring these completed assignments (items) to the OTA lab on your campus.
- The use of Teams on your personal device(s) requires downloading an application.

### **Blackboard**

- All OTA courses have a Blackboard component. You will need to access information via the Internet. You will work with other OTA students using Blackboard.
- If faculty choose to provide PowerPoints they will be provided only on Blackboard. No handouts will be provided in class. Printing of PowerPoints is optional. Instructors will indicate in Blackboard if any printing is required for class or assignments.
- You will submit most assignments via Blackboard. These assignments must be word processed using Microsoft Word.
- Your OTA course outcome summaries including handouts, syllabi, schedules, and objectives will be provided to you in Blackboard.

### **OTA Distance Education Policy**

- A student must take an OTA course entirely at the campus they are admitted to. For example, a student admitted to the RL campus must take all ITV courses and lab courses at the RL campus. Students must attend all scheduled class sessions each week of the semester.
- Each campus has a capacity of 12 students. Students may not change campuses during the semester. If an opening occurs at a campus, a lottery will be conducted to determine priority for any available spots. Changing from one campus to another is only possible at the beginning of a semester. The Program Director will conduct the lottery. Reentry students have priority over transfer students for available openings on each campus. Students wishing to change campuses must contact the Program Director.
- Lectures are conducted via web conferencing and may be attended from the location of your choice. Students are encouraged to choose environments most supportive of their individual learning needs. Quiet spaces are available on campus if preferred.

### **TEAMS**

- Microsoft Teams provides a platform to directly message all Northwood Tech faculty and students. You may create chat groups for study or small group work.
- The OTA Program Director will create a chat group for the cohort. While email is still the official form of communication at the college, this chat group is useful for securing quick answers for simple questions.
- Students are welcome to chat message, phone call, or video call academic advisors or OTA faculty via Teams as well.