

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.

BLUEJEANS

- Due to the interactive nature and large class size of the OTA Program, BlueJeans will not be available as a regular means of connecting to OTA lectures. Students are expected to attend lectures in person on their campus. All lectures are recorded for later viewing.
- If there is an extenuating circumstance, please work directly with the lead instructor of the OTA course to determine if you qualify for an extenuating circumstance. If so, you may be able to utilize the BlueJeans app to connect to lecture. The use of the app requires downloading an app and attaining information and approval from the lead instructor.
- You will become proficient in the use of Web Conferencing equipment (cameras, computer) for class presentations.
- Each location has hanging microphones or desktop microphones. These are very sensitive. **Student must limit noise such as paper shuffling, package and container opening, eating crunchy foods, and conversation.**
- 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 Web Conferencing technicians located on each campus.
- Some assignments will be collected at the start or completion of a Web Conferencing class. You may be asked to bring these completed assignments to the Web Conferencing office on your campus or place the assignments into an Instructor Folder in the Web Conferencing room. Some corrected assignments/handouts may also be in these Instructor Folders. Please check your Instructor Folder periodically. It is suggested that you keep electronic copies of your work prior to turning in.

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 members 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 many assignments via Blackboard. These assignments must be word processed using Microsoft Word.
- Your OTA course outcome summaries, including handouts, learning plans, 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 Web Conferencing courses and lab courses at the RL campus. If the course meets 3 days a week over Web Conferencing, students must be at the RL campus for each of the 3 scheduled 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. Re-entry students have priority over transfer students for available openings on each campus. Students wishing to change campuses must contact the Program Director.