

## **DISTANCE LEARNING EDUCATION POLICY**

The OTA program at Northwood Tech originates from the Ashland campus and connects to Rice Lake and New Richmond via ITV. 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.

### **ITV (Interactive Television)—Blue Jeans**

- 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. **Student must limit noise such as paper shuffling, package and container opening, eating crunchy foods, and conversation** and remain on mute 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 technicians located on each campus.
- Some assignments will be collected at the start or completion of an ITV class. You may be asked to bring these completed assignments to the ITV office on your campus or place the assignments into an Instructor Folder in the ITV room. Some corrected assignments/handouts may also be located 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 choose to provide PowerPoints they will be provide 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.

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

**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.

**BLUEJEANS**

- The use of BlueJeans on your personal device(s) requires downloading an app.