



## NORTHWOOD TECHNICAL COLLEGE

### 31-614-3 Drafting Technician Functional Abilities Disclosure

It is the intent of the Northwood Technical College (Northwood Tech) to fully comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S. C & 794), the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C & 1201. *et seq.*), and the ADA Amendment Act of 2008. In accordance with these laws, Northwood Tech does not provide students with personal devices and services.

In order to assist students to successfully complete this program, Northwood Tech has developed a set of objective functional ability criteria. At the time of application, students are asked to sign the Functional Ability Disclosure stating whether or not they are able to meet the functional abilities, with or without accommodations, as stated in this document. **Students entering the program based on falsification of records related to their ability to meet functional requirements, may face disciplinary action.** The signed acknowledgement of this information will be filed in the student's permanent record. If the student is required to sign the form again at a later date designated by the program requirements, the signed form will be kept on file in the student's record maintained by the program director/faculty for five years, then destroyed.

For students with a disability, reasonable accommodations are available. Reasonable accommodations are defined as modifications or adjustments that allow individuals with disabilities to gain equal access and have equal opportunities to participate in Northwood Tech's courses, services, activities, and use of the facilities. To be eligible for disability-related services/accommodations, students must have a documented disability. This documentation must be provided by a licensed professional, qualified in the appropriate specialty area. Northwood Tech is not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of an essential element or function of a program /course. Northwood Tech is also not obligated to provide an accommodation that poses an undue financial or administrative burden to the College or poses a direct threat to the health and/or safety of others.

**Accommodations allowed, without disability documentation:** supportive back brace or other supportive brace that does not impede required movement or interfere with infection control policies, hearing aids, glasses, and/or contacts. Other student-suggested accommodations will require the approval of the Program Director or Academic/Divisional Dean, the campus Accommodation Specialist, and the Wisconsin Department of Health Services (for Nursing Assistant only). All requests should be approved before the student is enrolled in the program. Any accommodation cannot substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the program.

If you are a person with a documented disability and would like to request accommodations, complete the [Reasonable Accommodation Request Form](#) and contact the [Accommodations Specialist](#) at your campus. It is recommended that reasonable accommodation requests be made 30 days prior to class start date to allow time for accommodations to be coordinated. Requests for reasonable accommodation must be made a minimum of fourteen (14) calendar days prior to the first day the service is needed.

Functional abilities required for participation in this program are listed below:

#### GROSS MOTOR SKILLS

- Perform tasks requiring repetition
- Arm-hand steadiness
- Reach below waist
- Reach in front of own body

#### FINE MOTOR SKILLS

- Ability to have manual dexterity
- Ability to work with small objects (models)
- Ability to have physical dexterity and steadiness within hands and fingers (hold pencil/pen to draw construction detail)
- Perform tasks requiring repetition and finger agility (ability to manipulate computer mouse, keyboard features etc.)
- Demonstrate finger dexterity by picking up and/or pinching and manipulating small objects
- Grasp small objects with hands quickly with hard/firm pressure as well as light pressure
- Write legibly with pen or pencil

#### FINE MOTOR SKILLS (continued)

- Pinch/pick or otherwise work with fingers
- Key/type

#### PHYSICAL ENDURANCE

- Ability to sit for extended periods of time

#### HEARING

- Hear normal speaking level sounds

#### VISUAL

- Ability to see with normal or corrected vision
- Match or detect differences between colors

#### ENVIRONMENT

- Ability to work under strict deadlines
- Ability to work extended periods of time in artificial light
- Ability to work in indoor settings
- Ability to work on computers for long periods of time

#### READING AND WRITING:

- Ability to process spatial relationships (draw and coordinate technical illustrations)
- Read, write and understand written documents

#### MATH

- Ability to perform mathematical operations and calculations quickly and accurately
- Ability to apply math logic where appropriate
- Read and interpret measurement marks
- Add, subtract, multiply and divide whole numbers
- Compute fractions and decimals

#### INTERPERSONAL SKILLS

- Establish appropriate relationships with clients, families, and coworkers
- Respect and value cultural differences in others
- Respect the opposite gender
- Communicate clearly and effectively when introduced to an interpersonal conflict
- Ability to respect alternative life styles
- Ability to work through interpersonal conflict using professional skills and following protocol
- Develop constructive and cooperative working relationships with others, and maintaining them over time
- Take initiative to reach out, serve and support others

#### EMOTIONAL STABILITY

- Adapt to changing environments and stress
- Manage and deal with the unexpected
- Cope with own emotions
- Concentrate on details despite frequent interruptions
- Cope with strong emotions in others
- Ability to focus and work on a single task for extended periods of time
- Ability to work as part of a team and in independent settings

#### ANALYTICAL THINKING/CRITICAL THINKING

- Ability to analyze information and evaluate results to choose the best solution to solve problems
- Ability to imagine how something will look after it is moved around or when its parts are moved or rearranged
- Ability to tell when something is wrong or is likely to go wrong (problem sensitivity)
- Ability to pay close attention to detail

#### ANALYTICAL THINKING/CRITICAL THINKING (continued)

- Ability to creatively problem solve
- Ability to sequence information
- Ability to make decisions independently
- Ability to comprehend and follow instructions/processes
- Use long-term memory
- Use short-term memory

#### SPEECH AND COMMUNICATION

- Ability to read and comprehend information and ideas presented in writing
- Ability to maintain detail records
- Ability to communicate information and ideas in writing so others will understand
- Ability to communicate information and ideas in speaking so others will understand
- Ability to listen to and understand information and ideas presented through spoken words and sentences
- Ability to exhibit and comprehend nonverbal cues
- Ability to take advice and constructive criticism, as well as to offer it in a professional manner

## Functional Abilities Signature Statement

Northwood Technical College has developed a set of objective functional ability criteria for this program. By signing below, I am confirming that I have read and understand the bulleted information below and the information contained in this Functional Abilities Disclosure and that I am:

- Able to meet the Functional Abilities Criteria as presented with or without accommodation.
- Will be provided with information concerning accommodations or special services upon request.

*(This signed document is needed only for those students who did not complete the online application or requested additional information.)*

Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program: \_\_\_\_\_

Date: \_\_\_\_\_