

Northwood Technical College  
Occupational Therapy Assistant  
Fieldwork Handbook

## COMMUNICATION GUIDELINES

### Email

Email is Northwood Tech's official communication tool with students. Please check your Northwood Tech email daily. All college and course communication will be through Northwood Tech student email. Email communication with your Northwood Tech instructor must be through Northwood Tech email. (not Gmail, Yahoo Mail, Hotmail, etc.) Program Instructors will indicate in their course syllabus the expected response time for emails. It is not common practice for instructors to reply to emails on Saturday or Sunday. Each instructor will provide you with their schedule, as instructors may have work schedules that will not warrant replies on certain days.

While email is a more casual form of communication, it is still important to be professional. Use proper punctuation and grammar. Do not write in all capitals, as in an online environment, it means you are shouting. Carefully reread your messages prior to sending for tone, spelling, and grammatical errors. Plan your messages to ensure your point is clear. Because tone in email can be misinterpreted, your words may sound harsher than you intend them to. The reader cannot see the expression on your face and other nonverbal cues. Never send angry messages. If you have a concern or issue, set up a meeting.

### Additional Notes:

- Written assignments should be submitted electronically via Blackboard Ultra, unless otherwise indicated by the instructor.
- Students utilizing any other email account to send assignments or communicate with the instructor will not be accepted.

### Social Media/Networking

Social media/networking (Facebook, Twitter, Instagram, etc.) is not allowed during class time. You may not take photos or videos during lectures or labs. If you wouldn't say it out loud publicly, don't say it.

### At no time should a student:

- Make comments of a negative nature about the program, faculty, students, clinical/fieldwork/practicum/professional practice experience contacts or clients/patients
- Spread gossip, rumors, or other unverified information
- Assume that everything posted on a social media site is true
- Copy assignments, page numbers, answers to assignments/competencies and post to a social media network. This is considered academic dishonesty and will be treated as such.

### Electronic Devices (including but not limited to laptops, iPads, smartwatch, etc.)

Electronic devices may be used during lecture for class related activities. Surfing, instant messaging, social networking, and emailing are prohibited during class. Electronic devices may not be used during presentations by classmates, guest speakers, or when video is shown.

### Cell Phones

Cell phones may be used in public areas. Please respect the intent of the learning environment and your fellow classmates by turning cell phones off when in class or the library (ITLC).

If your cell phone is misused, this will constitute a breach of code of conduct and may result in disciplinary action. Cell phones must be turned off during all program courses, including labs and clinical/fieldwork/practicum/professional practice experience. Use of cell phones/text messaging/etc. is not permitted during class/labs/clinical/fieldwork/practicum/professional practice experience.

With instructor approval, cell phones can be used as stopwatches/timers if placed in airplane mode.

No mobile devices may be used to assist during testing procedures.