

## **ATTENDANCE POLICY**

### **Responsible Attendance**

As an adult learner you most likely have multiple roles and commitments to juggle. In addition to being a student, you may be an employee, a parent, a community leader, or a caregiver to a family member. If you are a full-time student, you are working to learn a wide variety of new skills and to meet the expectations for multiple courses. Your instructors also have many responsibilities and multiple roles. Therefore, we need to work together to accomplish the intended learning outcomes for this course.

Responsible attendance means that you will plan your schedule so that you can be present for scheduled class sessions and manage your time so that you can complete your assignments and assessments on or before the date they are due.

If you miss a class session unexpectedly:

1. Within 24 hours of your absence, contact Instructor in person, via email, Teams chat or via voicemail.
2. You are responsible for obtaining handouts or other learning materials, from your instructor that were distributed during your absence. This must be done within 24 hours.
3. If you missed interactive, applied, or group learning activities during lecture, points given will not be able to be made up. For example, if, during lecture, students completed work and were given points for this work, there is no way for you to make up the missed interactive work. A zero is given in the grade book.
4. For missed lab, follow the Make Up Lab Policy.

If you know you will miss a class session:

1. Plan ahead to submit assignments or complete assessments that will be due during your absence prior to your absence.
2. Notify the Instructor in person, via email, or via voicemail message prior to your absence.
3. Items 2, 3, and 4 above also apply.

### **Make Up Lab Policy**

#### **PURPOSE:**

Since the profession of occupational therapy requires hands-on skills, the expectation of the OTA program at Northwood Tech is that students attend every lab to develop entry-level, hands-on skills. Development of hands-on skills is essential to the practice of occupational therapy and successful completion of Fieldwork.

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

**GUIDELINES:**

If a student does not attend lab:

1. The student is responsible for skills and content covered in lab. Lab material/skills may be on written exams.
2. The student will contact the lab instructor within 24 hours.
3. Lab materials will be on Blackboard.
4. If the student misses a lab during which their presentation was scheduled, the student must record the presentation and submit to the instructor electronically within 48 hours of the missed lab. After 48 hours, the late assignment policy is applied.
5. If the student misses a lab during which their group or teaching activity is scheduled, the student must contact the lab instructor and schedule a make-up time for their activity. This must be completed within 72 hours of the missed lab. It is the student's responsibility to provide group participants, equal to the number of students in the missed lab. After the 72 hours, the late assignment policy is applied.
6. If the student misses a lab during which in class assignments are completed, the student must complete and submit the assignments to the instructor within 48 hours of the missed lab. After the 48 hours, a zero is recorded.
7. If the student misses skills, they must demonstrate the skills, even if no points were issued. The student must record the skill demonstration and submit it to the instructor electronically within 48 hours of the missed lab. It is the student's responsibility to acquire the technology and subject(s) for this demonstrated skill. The student will have 1 week to provide this documentation to the lab instructor. If this is not completed within 1 week, the student may be placed on a Growth Contract. Missed lab skill may result in course failure.
8. If a client/patient/partner is needed for the activity, the student must provide their own subject(s).
9. If supplies are needed, the student is responsible for gathering and putting away the supplies.
10. Lab absences in any program core course may result in course failure. Students may be required to sign a written warning and growth contract.