



TRI COUNTY TECH
DISTANT LEARNING GUIDE | 2020

Inspiring Success through Life Changing Learning Experiences



PURPOSE & OVERVIEW

In response to the current situation in our state related to COVID-19 and the most recent CDC guidelines for social distancing, the Tri County Tech campus will remain closed; however, training will continue in online learning environments for the remainder of the current school year.

The purpose of this guide is to provide answers and expectations during our time of virtual learning.

Our hope is to maintain academic rigor while providing a sense of stability to our students and their families.

EXPECTATIONS

- Students will be required to complete all assignments given by their teachers, whether by JupiterEd, Google Classroom/Google Meet or Zoom.
- Students are expected to log in and check for assigned coursework and complete assignments daily.
- Virtual assignments should be submitted digitally by the due dates indicated by the program instructors.
- Academic expectations and integrity have not changed. Students are expected to complete all assignments by the due date. If students are unable to complete assignments within the expected timeframe, they are encouraged to communicate with their instructor to develop a plan for successful completion.
- If access to technology is a barrier, every effort will be to provide that technology. If that is not possible, alternative assignments will be made by the program instructors.
- Students should communicate with their instructor as the primary point of contact.

VIRTUAL CLASSROOM EXPECTATIONS

- **Professionalism:** Consider the online meeting a professional environment. Use your real name.
- **Etiquette:** Be brief when you are speaking. Be respectful and avoid talking over others before speaking. Avoid distractions such as walking around, eating, wind/outside noise, etc.
- **Preparedness:** Have relevant materials near you prior to connecting to the meeting.
- **Timeliness:** Enter the meeting 5-10 minutes prior to meeting start time.
- **Presentation:** Consider your surroundings. Be aware of background noise, environment, and attire. This includes siblings and pets. Stop your video when your surroundings are not school appropriate.
- **Attention:** Give your full attention to the meeting. Turn off cell phones. Avoid conversations with offline family and friends.
- **Audio:** Mute your mic when you join. You are welcome to use headphones/earbuds.
- **Chat:** Use the chat function responsibly for course communications directed to the teacher.



INSTRUCTOR COMMUNICATION AND AVAILABILITY

- Teachers will establish office hours to assist students with issues or concerns. These hours will be communicated to students via Jupiter. Students may communicate with their instructors in the following manner: text message, Google Classroom, Google Meet, Jupiter, Zoom, email, or phone calls.
- Teachers will strive to individually communicate with all students, at a minimum twice weekly, through the above contact methods.
- Work done virtually will be submitted online.
- Tri County Tech staff contact information can be found on the TCT website: tricountytech.edu

CAMPUS ACCESS

In case of an urgent need contact your instructor. Your instructor will arrange for your personal belongings to be available for pickup. Non-essential personal belongings pickup will occur after May 15th. More detailed information will be communicated to all students prior to the final day of coursework. If you have any questions please contact TCT's Director of Student Services Jason Godfrey (jason.godfrey@tricountytech.edu or 918-332-0995).

IMPORTANT DATES

End of Semester: The last day of school has changed to May 8th. Our instructors will be working with students who need additional clock hours past that time, which may include skill assessments and clinical hours.

Student Recognition and Assemblies/Graduations: We know that National Technical Honor Society Induction, Medicine & Biosciences White Coat Ceremonies, Nurse Pinning ceremonies and graduation are a time of celebration. Because we want to do everything we can to recognize the work and success of our students, stay tuned for virtual recognition of these major accomplishments. All student recognition and awards will be distributed to the appropriate students in a timely fashion following the completion of the semester.

COMPUTER AND INTERNET ACCESS

The Director of Instruction and the Director of Student Services will contact you regarding your needs for either computers or Internet access prior to the first day of online learning. They will work on a case by case basis to provide solutions for all students. The Directors of Instruction and Student Services will also coordinate technology pickup and technology turn-in days, communicate with all students involved, and make accommodations for those who are unable to physically pick up or turn-in technology. If you have any questions please contact TCT's Director of Student Services Jason Godfrey (jason.godfrey@tricountytech.edu or 918-332-0995).



STUDENT RESOURCES

Guidance and Counseling requests can be made with TCT counselor, Julie Odell, through email at Julie.Odell@tricountytech.edu. Students with special needs can request accommodations or modifications to curriculum by contacting Dennis Grover, Dennis.Grover@tricountytech.edu or by calling 214-773-7239.

QUESTIONS

If you have any questions or concerns please contact:

- Kerensa Kester – Chief Instructional Officer kerensa.kester@tricountytech.edu or 918-766-4048
- Dr. Dennis Grover – Director of Instruction dennis.grover@tricountytech.edu or 214-773-7239
- Dr. Jason Godfrey – Director of Student Services jason.godfrey@tricountytech.edu or 918-332-0995

Our student handbook and other resources can be found on our website:

<https://tricountytech.edu/student-resources/>

PUBLIC STATEMENT

Tri County Tech is an Equal Opportunity institution in accordance with civil rights legislation and does not discriminate based on race, color, sex, pregnancy, gender, gender expression, or identity, national origin, religion, disability, veteran status, sexual orientation, age, genetic information or marital status in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to:

Tri County Tech Attention:

Tara Stevens, Director of Human Resources & Compliance Officer | Tara.Stevens@TriCountyTech.edu
6101 Nowata Road Bartlesville, OK 74006