

DSS video guide to supports

CIT



<https://vimeo.com/289044687>

2019-09-12

1

1

CIT CORK INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

<http://www.cit.ie>

CIT DSS

Orientation for new students– 28 & 29 August 2019

WELCOME!



2

Things to know about today.....



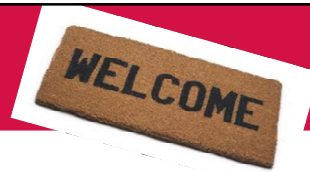
- You are welcome!
- Housekeeping....
- We have Quiet Room/Space upstairs that you can use if you wish at any time – please just ask me or a student leader!
- Student Leaders are in Blue Jumpers and here to help with anything you need today...

2019-09-12

3

3

Agenda – PART ONE



- Becoming a CIT Student – Feelings....
- What does a typical day as a CIT student look like?
- Confidentiality – YOUR CHOICE!
- Support in CIT for **ALL** CIT students
- Questions?

Information Stands and Refreshments

2019-09-12

4

4

Agenda – PART TWO



- What is the DSS? Who works there?
- DSS Supports – for students who apply to the DSS for support only
- Application Process
- NEXT STEPS – College Preparation Days!
- OPTIONAL TOUR

2019-09-12

5

5

Key things to know about college



- Registering for your course – Pack should arrive to your home address by Friday – check online for your course registration day - see www.cit.ie/admissions
- College year is in 2 semesters – 50% of your marks are completed by Christmas
- Nearly everything is done is online - the college communicates with you through your myCIT email



IMPORTANT

2019-09-12

6

6

TYPICAL DAY AS A CIT STUDENT



7

CIT



Bishopstown Campus



Crawford College of Art & Design



National Maritime College



Cork School of Music



2019-09-12

www.cit.ie

8

8

TYPICAL DAY

CIT

- 9am start usually
- Classes and lectures during the day – some practical and some theory
- Mandatory attendance for some classes/labs etc.
- Breaks – where to go and what to do?
- Check your myCIT emails!
- Where can I study or do my assignments?
- Lost? - Caretakers/Info Desks/Good Start Ambassadors



2019-09-12

9

Things to think about!

CIT

- Travel
- Early Starts and getting in on time
- Lunch – can be busy at certain times
- Money – student card
- Where will I study?
- Quiet Spaces
- Long Days?
- Breaks in between classes?
- Mandatory Classes



2019-09-12

10

10

Your Lecturers/Department

CIT

- Approachable & Flexible
- They want you to pass!
- They want to support you in class as best they can!
- Confidential
- Send them your needs assessment – your choice....
- Liaise with them in the first instance – they are the experts in course work and can usually give you your answer.
- You can call most by first name – be respectful!
- Know your Course Coordinator, department secretary and HOD (Head of Department)



2019-09-12

11

11

Computer Lab in CIT (Department Lab)

CIT



Don't just tell me.
SHOW ME.

2019-09-12

12

12

Typical Classroom in CIT



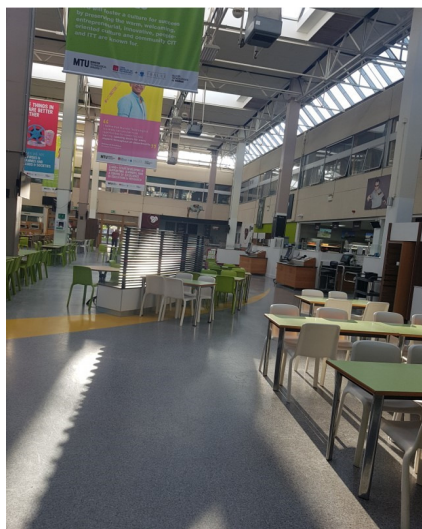
Don't just tell me.
SHOW ME.

2019-09-12

13

13

Canteen Area in CIT



2019-09-12

14

14

Confidentiality

CIT

- CIT DSS operates a strict confidentiality policy and we cannot disclose any information about the student registration, academic progress, to parents, lecturers, etc., unless we have the student's consent.

If you are having a problem at CIT, please to speak to your lecturer, course-coordinator, or head of department or contact us!

**JUST
ASK**

dss@cit.ie




2019-09-12
15

15

DSS Confidentiality Statement

CIT

Information that students share with us is confidential unless some information you disclose to the DSS may be considered to put us on notice of a serious health and safety risk to you and/or other students/staff, as the college has a legal duty of care to ensure that you and/or other students/staff are safe.



2019-09-12
16

16

Support Services at CIT for everyone

CIT

- ✓ Good Start for new students
- ✓ Academic Success Coaching
- ✓ Student's Union
- ✓ Access Service – financial help /HEAR
- ✓ Careers Service
- ✓ Counselling Service
- ✓ Medical Centre & ERT
- ✓ Clubs and Societies
- ✓ Sports facilities – CIT
- ✓ Mature Student Officer






2019-09-12 17

17

Academic Learning Centre – subject help

CIT

<http://alc.cit.ie>

Academic Learning Centre

- ✓ Free drop-in classes taught by lecturers
- ✓ For all CIT students
- ✓ Focuses on subjects in small groups:

• Maths	• Economics	• Electronics
• Physics	• Management Accounting	• Thermo Fluids
• Chemistry	• Financial Accounting	• Programming
• Thermo Mechanics	• Academic writing	• Networking Fundamentals

2019-09-12 18

18

INFORMATION STANDS AND BREAK TIME



Tourism Building



2019-09-12
19

19



**CORK
INSTITUTE OF
TECHNOLOGY**
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

<http://www.cit.ie>

WELCOME BACK!

PART TWO



**CORK
INSTITUTE OF
TECHNOLOGY**
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

**DISABILITY
SUPPORT SERVICE**



20

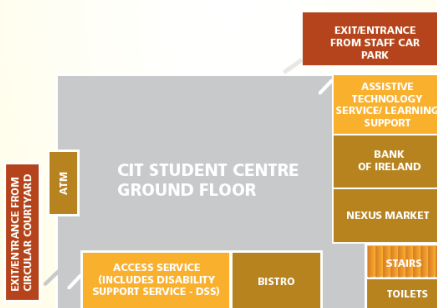
Disability Support Service (DSS)

CIT

What is the Disability Support Service?

- Part of Access Service and Student Services
- Person centred approach
- Strict confidentiality policy

Map of Student Centre, Bishopstown Campus



21

21

Who does the DSS support?

CIT

We support over **850 students** with:

- Specific learning differences, including dyslexia
- Dyspraxia (DCD) and dysgraphia
- Physical disabilities
- Significant ongoing illnesses
- Mental health
- ADD/ADHD
- Autism Spectrum
- Blind/ Vision Loss
- Deaf/ Hearing Loss
- Speech and language





2019-09-12

22

22

Student CHOICE!





Student Autonomy and Disclosure

All students need to apply if they wish to get DSS supports.

They also need to choose to engage with supports.


- DARE Eligible – must apply- condition of your offer
- DARE Ineligible – you still get support!

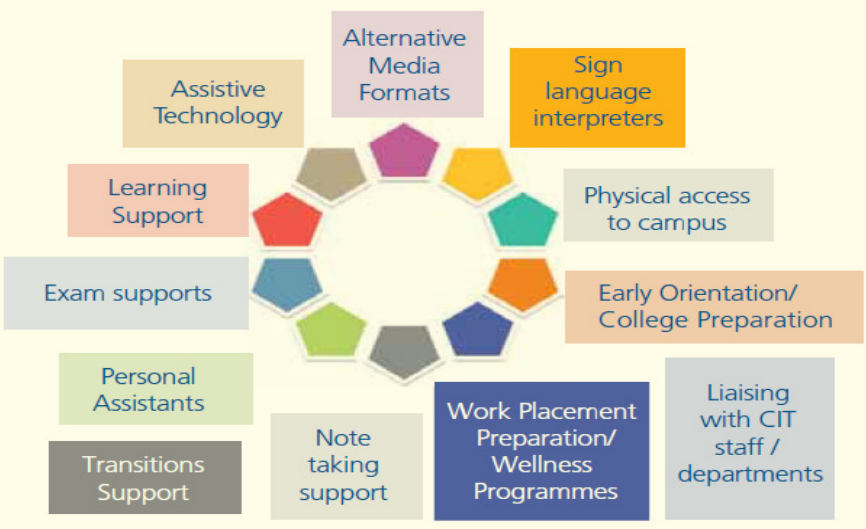


2019-09-12 23

23

DSS Supports





The diagram shows 12 DSS supports arranged in a circle around a central hub. The supports are:

- Assistive Technology
- Alternative Media Formats
- Sign language interpreters
- Physical access to campus
- Early Orientation/ College Preparation
- Liaising with CIT staff / departments
- Work Placement Preparation/ Wellness Programmes
- Note taking support
- Transitions Support
- Personal Assistants
- Exam supports
- Learning Support

All DSS supports are confirmed in a student's needs assessment

2019-09-12 24

24

DSS Supports Video



The DSS has a range of supports to ensure that students with learning differences, health conditions, and disabilities have the same opportunities for participation and progression as their peers.

- <https://vimeo.com/356191306>

2019-09-12

25

25

Student Speaker



Roisin Ormond



- Graduated level 7 BEng Biomedical Engineering in 2017
 - Access Service Intern 2017 -2019
 - Plays Rugby for Munster
- Back to being a 4th year student in September 2019
.....and much more!

2019-09-12

26

26

MEET THE DSS TEAM!



Who works in the Disability Support Service?



Laura Coleman
Disability Support Officer
Access Service
Tel. 021 433 5107
Text: 087 177 6755
E-mail: dss@cit.ie



Ruth Murphy
Disability Projects Coordinator
Access Service
Tel. 021 433 5137
Text: 087 138 9772
E-mail: dss@cit.ie



Mark Burleigh
Assistive Technology Officer
Assistive Technology Service
Tel. 021 433 5125
E-mail: mark.burleigh@cit.ie



Fiona Downey
Learning Support Coordinator
Assistive Technology Service
Tel. 021 432 6744
E-mail: fiona.downey@cit.ie




Julie O'Donovan
Disability Transitions Programme
Coordinator
Assistive Technology Service
E-mail: JulieA.Odonovan@cit.ie



2019-09-12

27




CORK INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

<http://www.cit.ie>

Mark Burleigh

DSS Assistive Technology Officer



Based on CIT Main Campus

Mark.Burleigh@cit.ie



Mark Burleigh
Assistive Technology Officer
Assistive Technology Service
Tel. 021 433 5125
E-mail: mark.burleigh@cit.ie

28

DSS Assistive Technology (AT) Service



For DSS students ONLY

- ✓ Workstations with AT software
- ✓ Bookable room for speech to text use
- ✓ Workshops and training
- ✓ Software installed to help students with their studies – also available around campuses
- ✓ YouTube channel with online guides:
<https://www.youtube.com/user/AccessATS>

Full time DSS AT Officer based in the Student Centre - Mark Burleigh



2019-09-12

29

29



<http://www.cit.ie>

Fiona Downey

DSS Learning Support Coordinator

Based on CIT Main Campus

Fiona.downey@cit.ie




Fiona Downey
Learning Support Coordinator
Assistive Technology Service
Tel. 021 432 6744
E-mail: fiona.downey@cit.ie

PLEASE NOTE THAT DSS LEARNING SUPPORT IS ALSO AVAILABLE IN CCAD, CSM AND NMCI CAMPUSES ALSO – SEE DSS STUDENT GUIDE FOR CONTACT DETAILS OF TUTORS IN EACH CAMPUS!

30


TOP TIPS – DSS Learning Support



Top Tips


Manage your time

- Organise yourself
- Timetable Assignments
- Prioritise
- Start early
- Ask questions
- Get help

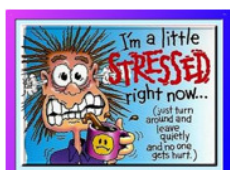


Drawbacks

- Disorganised
- Missing deadlines
- Avoiding classes
- Procrastination
- Consequences
- Overwhelmed
- Crisis point



Fine Line



Engage and stay on the right side!

2019-09-12
31

31

DSS LEARNING SUPPORT



Planning and structuring assignments	Academic writing skills	Quoting, referencing and plagiarism
Taking good notes	Managing deadlines	Exam and revision techniques
Presentation skills	Reading and research	Essay writing

2019-09-12
32

32

Julie O'Donovan

DSS Transitions Programme

Based on CIT Main Campus

JulieA.ODonovan@cit.ie



Julie O'Donovan
Disability Transitions Programme
Coordinator
Assistive Technology Service
E-mail: JulieA.ODonovan@cit.ie

33

Transitions Supports



A new pilot programme of support available to new students with mental health difficulties and new students on the autism spectrum who are coming into college.

- Person-centred – determined by student
- Aim of supporting integration into college life – building skills, self-awareness, et
- DSS Students will be referred to this support after their needs assessment if appropriate.




The Transitions Programme Coordinator is supported by PATH (Programme for Access to Higher Education) fund from the HEA and Department of Education and Skills.

2019-09-12

34

34

Exam Supports


CIT

- Students must apply for DSS supports by:

Exam Session	DSS application deadline
Semester 1 (Christmas):	Friday 1st November 2019
Semester 2 (summer):	Friday 20 th March 2020
Repeat/August exams:	Friday 10 th July 2020
- Exam Supports** – main differences in college:
 - Using **reading software** instead of readers
 - Students using scribes should use **computers - typing training is available.**
 - **No spelling and grammar waiver** – marking guidelines available to lecturers

Students need to request exam supports from the Exams staff in their campus by certain dates for each set of exams

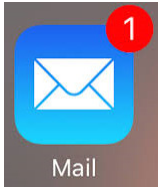
2019-09-12
35

35

TOP TIP FOR EXAMS.....

CIT

ALWAYS READ EMAILS FROM
EXAMS – specifically
EXAMSDSS@CIT.IE



These emails usually contain important information for you to know about your exams....

2019-09-12
36

36

Where to find DSS information



- CIT DSS website: www.mycit.ie/dss
- DSS Guide to accessing supports
- DSS Facebook / Twitter – updates
- DSS students e-mailing list – internal to CIT
- New DSS Canvas Module – coming soon!



2019-09-12

37

37

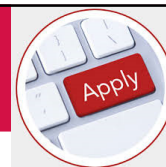
NEXT STEPS

Applying for Support from the DSS



38

How to apply for supports? **3 STEPS!**



- **STEP 1: Fill out Online Application Form:**
www.mycit.ie/dss
- **STEP 2: Submit documents by email**
(DSS already has copies of documents from CAO/DARE).
- Student attends classes.
- **STEP 3: Receive a needs assessment which confirms DSS supports / reasonable accommodations.**
- This is sent to the student's myCIT email. Students may be waiting a few weeks to receive it. They may also be asked to attend a meeting with DSS staff.
- Student referred to Learning Support / AT training/ assessment/ Transitions Support, if appropriate

2019-09-12

39

39

DSS COLLEGE PREPARATION DAYS 2019

CIT



DSS CIT COLLEGE PREPARATION DAYS 2019



Time/Venue	Monday 9 th September	Tuesday 10 th September
11.00-11.40am	Notetaking & AT Tools	Transition Supports
11.50-12.30pm	Starting an Assignment & AT Tools	*3 R's & AT Tools
1.10-1.50pm	*3 R's & AT Tools	Starting an Assignment & AT Tools
2.00-2.40pm	Transition Supports	Notetaking & AT Tools
	* 3 R's – Reading, Research and Referencing	

HOW DO I BOOK MY PLACE? Please note that the same sessions are run at different times each day. You should only book in once to each session. Bookings can be made by emailing Emily.Clifford@cit.ie and clearly stating the date, time and session title or titles that you want to book in for.

WHERE IS THE VENUE? College Preparation Days will take place in the DSS Assistive Technology Service (ground floor of the Student Centre, Bishopstown Campus)

Places are limited to 15 places per session – book early to avoid disappointment!

2019-09-12

40

40

CAMPUS TOUR - OPTIONAL



Student Leaders are here to bring you on a mini tour of CIT main campus today if you wish – please just gather outside if you wish to take this tour!



2019-09-12

41

41



<http://www.cit.ie>

Thank you and we look forward to meeting you all very soon!

QUESTIONS?

DSS website: www.mycit.ie/dss



42