

Method of Delivery: Correspondence Education

Describe/give examples of the methods of instruction, which will be used in the correspondence course. Please include how the methods of instruction used in the traditional classroom will be modified and/or replaced in the correspondence course.

Correspondence course instructors provide personal contact, offer content explanations during office hours as needed, and provide instructional materials. The textbooks and or readings will be delivered through printed materials or online educational resources made available to the student. Instructors may also deliver online content to replicate ongoing traditional classroom interaction (i.e. classroom lectures on course content.) in multiple formats (e.g. a combination of instructor-developed web lectures, converted PowerPoint presentations, digital video clips; graphics, digital animations; online reference resources; chats, e-mail, webinars; publisher-prepared online materials including CD/DVD support materials and textbook supplements; instructor blog/website; online libraries; and OER resources).

This correspondence education course. By definition, correspondence courses have limited interactions between instructor and students and interactions are primarily student initiated. **When a student does initiate contact, a response time of 24-48 hours, Monday through Friday, is desirable but may vary based on course requirements and extenuating circumstances (such as holidays and weekends).**

Describe and give examples of how student learning will be evaluated.

Student learning will be evaluated by a combination of formative and summative assessments (e.g. homework assignments, quizzes, tests, online activities, and evaluations consistent with the Course Outline of Record). Students are expected to conduct the hours of study consistent with the hours stated in the course outline of record. Opportunities for student self-assessment will be provided at the end of each learning module, as formative assessments.

List any special texts, equipment, or supplies needed for this course or sections of this course being offered through correspondence education.

Some correspondence courses will utilize technology to access course assignments while other courses are delivered in paper packet form. For courses utilizing technology, the following equipment may be required:

Access to an up-to-date computer with Office Applications (MS Word, PowerPoint, Excel, OR Pages, Keynote, Numbers, OR Open Office equivalents) webcam, speakers and microphone, and reliable high-speed internet connection that is capable of supporting streaming video. Internet speed of 4Mbps download and 512kbps upload or faster is recommended.

Students should have access to at least two Internet browsers (e.g., Mozilla Firefox, Safari, Google Chrome). Instructors might require the use of a particular browser. Students should

have a "back-up" computer/plan in the event that their main computer experiences technological difficulties.

Smart TV, or Large screen TV with DVD player.

Describe the college resources that will be required by you and your students (facilities, technology, student support services) for this course.

Facilities: No facility needs. Correspondence courses are provided off-campus.

Technology: Computers, tablets, the Internet, and printing resources.

Student Support Services: Students are not required to use any college resources, but should have access, as needed, to available online library services, counseling, tutoring, DSPS, and computer lab/learning center.

Section 55200 of title 5 states "In addition, instruction provided as distance/correspondence education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. §12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. §794d)." What technologies will you be using for instruction (video, flash, images, etc.)? How will you ensure that instruction using these technologies is accessible to students with disabilities?

Correspondence classes at Santiago Canyon College are designed to be welcoming, accessible, and usable by everyone, including those who have disabilities, or are new to correspondence learning, and address a variety of learning styles. The instructor of this class will work with DSPS to ensure that all course materials are ADA accessible before being offered to the public, such as documents being correctly formatted, images having alternate text descriptions, audio is transcribed, video is closed captioned, and third-party materials, such as publisher materials, websites, or shared student materials, are evaluated for accessibility, and that inaccessible elements are appropriately accommodated when needed.

Institutions which offer correspondence education must have processes in place through which the institution establishes that the student who registers in a correspondence course or program is the same person who participates every time in and completes the course or program and receives the academic credit. This requirement will be met if the institution verifies the identity of a student who participates in class or coursework by using, at the institution's discretion, such methods as a secure log-in and password, proctored examinations, other technologies and/or practices that are developed and effective in verifying each student's identification.

Correspondence education courses are offered in institutional settings (e.g. jails, skilled nursing facilities, and rehabilitation centers) as well as to individual homebound older adults. Admissions and registration processes and procedures consistent with our face-to-face community classes are used to verify student identity. For classes offered in institutional settings, the staff members at the institution verify student identity and proctor examinations.