BUS – LEGAL ENVIRONMENT - 018

SOLANO COMMUNITY COLLEGE

CORRESPONDENCE EDUCATION ADDENDUM

Prepared by: Rhuenette Alums

Course ID: Bus 018

Course Title: Business – Legal Environment

Effective Date: Spring 2021

Modality: Correspondence

1. **Methods of Instruction (check all that apply)**
   - Viewing and Listening to Videos
   - Listening to Audio Materials
   - Facilitated Discussions Written ✔
   - Reading Course Materials ✔
   - Other – Describe ✔

   Correspondence: Students are encouraged to work with each on various reading and discussion assignments. An example would be to share their thinking regarding how they would structure legal arguments based upon their understanding of assigned reading coupled with their life experience. In groups of at least three (3) each student may take a turn facilitating a discussion. The number of the groups will be dependent upon the class size. There will be no right or wrong answers. Discussion and facilitation will serve as methods to boost student's confidence and strengthen their resolve specific to the use of legal terms and concepts in academic and/or business discussions.

2. **Describe how the methods selected will be presented in an accessible way (Title 5 §55206). For information about accessibility standards in online classes, see the OEI Rubric, Section D: ****

   The instruction methods described above with check marks may require students with visual and hearing impairments (accessibility sensitive) to use accessibility tools such as books written using braille, audio recordings and or human guides to read material, take notes, and or assist students in preparing questions and/or access curated books in braille or audio to facilitate discussion.

3 . Regular and Effective Contact Methods and Examples.

Select the methods below that ensure regular effective contact (REC) will take place among students and among students and faculty (Title 5 §55204) by being initiated by the instructor, regular and frequent, and meaningful or of an academic nature.

Click the drop down for method descriptions.

Announcements - Among students and faculty: Instructor will create appropriate announcements and build an announcement schedule into the syllabus for regular and consistent review during each class hour for F2F or correspondence modalities. Instructor may also use taped video recordings with captions of announcements following a consistent schedule posted within the syllabus for hearing impaired. With permission of the CDCR staff, recordings can be used with permission via the CDCR's A/V facility.

Assignment Feedback – Among students and faculty: For large F2F classes, feedback can be addressed during scheduled sessions at the beginning or end of class. Individual sessions can be accommodated via written feedback (correspondence) or verbally supporting visually impaired students.

Correspondence: Correspondence classes will have access to written announcements and Assignments included in their packages each week as well as on an emergency basis where communication will include the Education Coordinators and senior staff at the prison facilities via Email.

Third-Party Tools - Both: Same practices apply as outlined for F2F, and Accessibility sensitive as outlined above.

4. **Other Methods of REC among students and among students and faculty. Please describe and provide example(s).**

Accessibility sensitive students: Assignments, announcements, video, and audio recordings can be used for lecture support, depending upon the nature of the sensitivity. Videos with captions can be used for the hearing impaired as an example.

Correspondence students: All assignments, announcements, and non-accessibility sensitive students can access all media less electronic media depending upon regulations guiding use at the CDCR facilities.

5. **Should face-to-face return, for hybrid or telecasts courses, describe what parts of the course are done face-to-face and what parts are done by correspondence.**
   - Face-to-face students/hybrid or telecasts courses will have access to pre-approved news magazines, supplemental books, CDs, and videos (as approved by CDCR), as well as recorded speeches and presentations from historic iconic figures.
   - All students will have access to the lectures provided by special guests and visitors providing they are in accord with all the regulations and rules that support CEP facilities and their housing population.