Solano Community College

Correspondence Education Addendum

PREPARED BY: **Damany Fisher**

COURSE ID*(e.g. ACCT 001):* **HIST 028**

COURSE TITLE: **History of African Americans to 1877**

EFFECTIVE DATE: **SPRING 2021**

Modality	**ECO** *Emergency Conditions Only**	Not Requesting
Correspondence ◉	○	○

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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***:

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: **

Consistent with the provisions in Section D of the OEI Rubric, my correspondence materials will include proper heading styles in the correct order. In addition, they will include lists that are created using the bullet or numbered list tool.

***Links, slides, video, audio, flashing content, live captions, and auto-play are not applicable to correspondence education in a correctional facility. All written material must be reviewed by the "Accessibility" verification function in Microsoft Word. Heading styles, lists, tables, color and meaning, color contrast, images, reading order and spreadsheets must conform to the OEI guidelines.*

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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
Assignment Feedback	Among students and faculty
Third-Party Tools	Both

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

I plan to use correspondence sheets to maintain regular communication with students. These correspondence sheets will be used to address any questions or concerns students have. These sheets are separate from the grading sheets I'll use to provide feedback on assignments.

5. Should face-to-face return, for hybrid or teleclass courses, describe what parts of the course are done face-to-face and what parts are done by correspondence.

N/A