Solano Community College

Correspondence Education Addendum

PREPARED BY: Daniel Cascaddan

COURSE ID*(e.g. ACCT 001):* **PLSC 1**

COURSE TITLE: Introduction to American Government and Politics

EFFECTIVE DATE: **FALL 2021**

Modality	**ECO** *Emergency Conditions Only**	Not Requesting
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***:

Methods of instruction include weekly readings, quizzes, a midterm exam, a final exam, reflection papers and a comprehensive written essay. Students will contact the instructor via a weekly student-instructor interaction to ask questions pertaining to the coursework. The instructor will return the student-instructor interaction form and all assignments with feedback to increase student learning and success.

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: **

All printed material will be formatted in Microsoft Word utilizing heading styles and adequate color contrast. Illustrations and pictures will include alt text below the images. There will be no video or oral presentations during this course.

***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).**

Regular and effective contact between students and the instructor will be achieved via the student-instructor interaction form and additional educational flyer's provided by the instructor as needed. Students who require additional assistance can contact the instructor via the education coordinator at the correctional facility. Other forms of communication like email, phone calls, and office visits between students and the instructor is strictly forbidden per CDCR mandates.

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

Should face-to-face courses return, this course may continue as a fully correspondence or hybrid modality.