Solano Community College

Correspondence Education Addendum

PREPARED BY: **Heather Watson-Perez**

COURSE ID*(e.g. ACCT 001)*: **ENGL 004**

COURSE TITLE: **Critical Thinking & Composition: Language in Context**

EFFECTIVE DATE: **SPRING 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***:

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: **

Materials will be provided in the form of a course packet as well as two full-length texts to read, all to be distributed by the facility. The packet will be divided into reading materials and writing activities that the students will use to engage in the writing process and to write essays. Additionally, the course work will be divided by unit and will be commensurate to the level of work in a face-to-face course; each unit will contain a standard number of readings and activities that are designed with asynchronous (and correspondence) modalities in mind to best serve student needs. Units will also be coded with visuals to alert students to which materials go together and in what sequence. Alternate formats are available

***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).**

Written feedback on essays and a revision unit at the end to accommodate the demonstration of growth of skills and engagement in the writing process.

Monthly class letter with updates about whole-class level feedback (common trends I'm seeing, etc).

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.**

The entire course will be done via correspondence; I am not willing to go back face-to-face at this time due to health and family reasons, so all feedback and course materials will continue to be correspondence through the end of Spring 2021 semester regardless of face-to-face resuming.