Solano Community College

Correspondence Education Addendum

PREPARED BY: Katherine Therriault

COURSE ID*(e.g. ACCT 001):* English 01

COURSE TITLE: College Composition

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***:

Due to the nature of correspondence, everything will be done in a written format. I will be facilitating discussions through reflections and essays. In addition, I hope to include student content (quotes, ideas, general thoughts) in weekly letters with reflection questions to mimic class discussion.

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 be used sparingly and include alt text below each image.

***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.*

PREPARED BY:	Katherine Therriault
COURSE ID*(e.g. ACCT 001)*:	English 01
COURSE TITLE:	College Composition
EFFECTIVE DATE:	SPRING 2021

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 will include weekly letters to students with any announcements, updates to their grade, class feedback, etc. I hope to include student quotes/ ideas in these letters in an attempt to mimic class discussions.

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.

If face-to-face classes return, formal assignments (like essays) will remain via correspondence, but discussions, learning activities, and lectures will be utilized during face-to-face meetings.