Solano Community College

Correspondence Education Addendum

PREPARED BY: **Matthew Allen**

COURSE ID*(e.g. ACCT 001):* **MATH 104**

COURSE TITLE: **Intermediate Algebra**

EFFECTIVE DATE: **SPRING 2022**

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***:

This is a correspondence course.

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 course content consists of a commercially-published textbook as well as written lecture notes and assignments created by the instructor.

***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	Both
Assignment Feedback	Among students and faculty
Third-Party Tools	Not Used

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

The primary method of contact is through assignments submitted by the students and the graded work returned by the instructor. The instructor will make use of "Student-Instructor Interaction" forms that accompany the submitted assignments to answer students' questions, clarify course concepts, provide suggestions and feedback on students' work.

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, lectures will be conducted face-to-face with the lecture notes and calculator emulators projected on a screen and exercises solved on a chalk board or white board. The course materials will be the same as in correspondence except that the exercises scattered throughout the lecture notes will be left blank, to be solved together during lectures.