Solano Community College

Correspondence Education Addendum

PREPARED BY: Michelle Arce

COURSE ID*(e.g. ACCT 001):* Hist 029

COURSE TITLE: African American History from 1865 to the present

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***:

The instructor will provide reading materials which include readings from survey books in African American History and printed primary source materials. The instructor will also provide written lecture materials. All course materials will be printed by the Solano College Graphics Department and sent to students at the facility.

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: **

Heading styles, lists, tables, color and meaning, color contrast, images, reading order and spreadsheets must conform to the OEI guidelines.

***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).

The instructor will provide extensive, regular feedback on all student assignments and written examinations. The instructor will also provide students with correspondence sheets where they can include questions about the syllabus, course readings, and lecture materials and other questions or concerns. The instructor will respond in writing to each student question.

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