

Standardized Distance Education Language

Distance Education Justification

NEED/JUSTIFICATION:

Offering this course utilizing distance education technology will provide greater flexibility for students who find it difficult to take onsite classes because of their schedules. This is particularly important for certain categories of students, such as stay-at-home parents and those with significant non-academic work commitments.

INSTRUCTOR-STUDENT CONTACT:

Course content such as lectures can be delivered to students via the college's Course Management System in a written, audio, or video format. Discussion of course content can be achieved through discussion boards, online chats and/or telephone conferencing, and e-mail.

TECHNICAL ISSUES:

No additional equipment or staff will be necessary to support this course for students and instructors. The college Course Management System will be able to fully accommodate the requirements of the course.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

The Course Management System has been designed to be compliant with requirements for access by students with disabilities. Wherever possible, instructors will ensure that course material will be presented in a manner which allows full access and participation by disabled students.

See next page for Instructor-Student Contact

Distance Ed - Instructor-Student Contact

Select a Contact Type from the drop down menu, write a description of how contact will occur, and click to add it to the list of ways in which Instructor-Student Contact will occur.

Below find some suggestions which may be used and modified for filling out this page:

ANNOUNCEMENTS/BULLETIN BOARDS

Instructor will post Announcements through the course website as necessary to keep students informed of important information and events.

CHAT ROOMS

Instructor may engage in synchronous interactions with students utilizing technologies such as CCCConfer.

DISCUSSION BOARDS

Instructor will utilize discussion boards to ensure regular effective contact between instructor and students, and to facilitate interactions between students.

EMAIL COMMUNICATION

Instructor will respond promptly to student e-mails, typically within 48 hours (with the exception of non-duty days). Instructor may also utilize e-mail to interact with students to remind them of assignments or as an additional way to convey announcements posted on the course website.

FAQ

Instructor may include a FAQ document on the course website to clarify course requirements and procedures.

RESOURCE LINKS

Instructor may embed Resource Links in course lessons or elsewhere on the course website.

SCHEDULED FACE-TO-FACE MEETINGS

Instructor may schedule face-to-face meetings with students at their discretion.

TELEPHONE

Instructor will make themselves available to student contact by telephone during any required office hours. Instructors may choose to make themselves available to students via telephone at other times.

OTHER (EXPLAIN)

Instructors may utilize other technologies, such as Skype, blogs, or document sharing sites to facilitate communication and the attainment of course objectives.