

Distance Education Addendum

- Hybrid
- Online

1. Methods of Instruction:

- Asynchronous Discussion
- Synchronous Discussion
- Viewing and Listening to Videos
- Listening to Audio Materials
- Online Activities
- Written Assignments
- Community Activities
- Reading Course Materials
- Quizzes, Exams, and Surveys
- Field Trips
- Multimedia Presentations
- Collaborative Peer/Group Activities
- On-campus Orientation Sessions (hybrid)
- Group Meetings/Review Sessions (hybrid)
- Guest Speakers
- Interactive Activities
- Community Activities
- Other - Describe:

2. Describe how the methods selected in #1 will allow students to meet the course’s learning outcomes:

3. Regular and Effective Contact Methods and Examples

Select the methods below that ensure regular effective contact will take place between students and faculty by being

- Initiated by the instructor
- Regular and frequent
- Meaningful or of an academic nature
- Announcements

At least one announcement per week that reflects on activities in the course keeps a permanent record of regular, instructor-initiated contact.

Example: “Hello Everyone, last week’s assignment proved to be more challenging than anticipated, so I am adding a peer-review. This will give you

another chance to give and receive feedback before resubmitting for your final grade.”

❑ Discussion Boards

Participating in discussions by responding to students’ posts, writing to them in the gradebook feedback area, or by summarizing/highlighting the best posts in an announcement.

Example: [Responding to a student post in a discussion] “Hi Janine, the idea that history repeats itself is a saying we often hear. Can you provide one or two specific examples that stem from the period we are discussing in this unit?”

❑ Q & A Discussion Boards

A Q & A Discussion board for students to ask questions and faculty to respond demonstrates regular effective contact so long as the faculty post an announcement periodically that invites/reminds students to post their questions.

Example: [Posted in an announcement] “Colin and Bryce have asked for further clarification about the group project. Check out my explanation in the Q & A Discussion board for important information.”

❑ Assignment Feedback

Feedback to different assignments is regularly initiated by the instructor and provides students an opportunity to reply to that feedback.

Example: “Hi Jasmine, I can see that you worked hard on the research portion of this assignment. You have several more research sources than the minimum required. I looks though like you had difficulty organizing all of them into a coherent base of support. I have several suggestions in the margins of your paper that I hope will help you as you revise. Please come see me if you would like to talk more.”

❑ Office Hours and Conferences

The options of online video, telephone, chat, in-person or other office hours qualify as regular effective contact but should have an accompanying announcement that reminds students of these methods to keep a record of the contact method.

Example: [posted in an announcement] “Don’t forget about our online office hours tonight at 7:30. Stop in to ask questions or just to say hello.”

❑ Third-Party Tools

Social media sites, texting, blogging, and other resources can serve as regular and effective contact, so long as a record is kept of such communication by posting an announcement that reminds students of these communication methods.

Example: [posted in an announcement] “I sent everyone a text reminder about which questions to study for Thursday’s exam. Please let me know if you didn’t receive it.”

❑ The Online Course Syllabus

Options for contacting the instructor and the instructor’s plan for responding to the student outlined in the syllabus.

Example: “I do my best to reply to your questions within 24 hours, a bit longer on the weekends. If you do not hear back from me within 48 hours, please call or email me again.”

Email

Class-wide email can be documented as regular effective contact if the instructor also posts an announcement with the same information.

Example: [posted as an announcement] “This is a copy of the email I sent everyone a few days before class began. ‘Hello Students! Welcome to English 101. We officially begin class on Monday, but I want to send you the syllabus and some other information so we can get started right away....’”

Other Methods of REC. Please describe and provide example(s).

4. In hybrid courses, describe what parts of the course are done face-to-face and what parts are done online.