A. (only check hybrid if you plan to ever offer it in that format.)

B. All of the same objectives, content, and integrity will be met in sections with distance learning delivery. Students are expected to: 1. Read the textbook and any supplementary reading materials. 2. Participate in mandatory classroom meetings for hybrid formats. 3. Demonstrate writing proficiency by concise written correspondence with the professor and other students and completion of written homework. 4. Complete and electronically submit written assignments. 5. Participate in synchronous or asynchronous group discussion via chat applications or discussion forums, as well as individual communications via email, demonstrating appropriate social and writing skills.

Student learning will be enhanced by the use of online discussion groups which will provide critical thinking forums for student discussion and debate by requiring students to respond to instructor-posted topics as well as to reply to other students' postings. An example of a discussion forum would be:

INSERT A SPECIFIC EXAMPLE HERE AS IT WOULD BE POSTED FOR STUDENTS

Students will be required to complete homework assignments online and submit them for grading and feedback. Online quizzes may be required to provide students with opportunities to assess their ongoing progress. If possible, self-scoring tutorials and or online quizzes should be utilized to provide feedback more quickly to students. Students may be required to work individually or to collaborate in groups. Email, phone, in person meetings, synchronous chat features, and or CMS group pages may be used to facilitate group interaction. Publisher-prepared PowerPoint slide presentations may be available to supplement and enhance student comprehension of text material. This material may be augmented with instructor-developed PowerPoint slides or web pages. All content will conform to Section 508 requirements. Publisher-provided CD/DVD and or internet resource materials may be available with the textbook which reinforces understanding of concepts covered in the textbook and provides students with additional opportunities to study more efficiently and learn interactively. These resources may be utilized for instructor-designated assignments and or utilized by students for self-directed study.

C. The instructor will prepare an orientation letter that provides information about the course so students can evaluate if it is appropriate for them to take the course as an online class. The orientation letter will also include information instructing students where and how they should logon to begin the class and provide a link to the COC distance learning website with the CMS tutorial for students to complete prior to logging on. The orientation letter will be posted online by the time registration begins for the semester the class is offered.

The instructor will respond to student e-mails and other inquiries in a manner that is sufficient for students to maintain adequate progress in the course (e.g., replying to all email inquiries
regarding an exam quickly in order to provide students adequate study time.) The instructor will use email to contact all students who fail to complete required assignments, fail to complete them satisfactorily, or fail to attend mandatory face-to-face class meetings. The instructor will initiate contact with these students in a timely manner to determine an appropriate course of action. In addition, the instructor will contact students on a regular basis with regard to their progress in class. Students who fail to respond to these emails and are not participating in required class activities may be subject to withdrawal from the course under procedures established by the instructor within the guidelines of campus policy. These procedures should be clearly outlined in the orientation letter and/or syllabus.

The instructor will maintain electronic copies of all emails received from and sent to students, as well as any other online correspondence such as announcements posted on the course management system (CMS). The instructor may also maintain records regarding discussion boards, group and individual meetings, orientation and review sessions, supplemental seminars or study sessions, field trips if included, library workshops, telephone contact, non-electronic correspondence, or other activities. This information will be maintained by the instructor in the permanent record of the course, along with the documentation for assessment and the assignment of grades. The holding period for correspondence will be consistent with the College’s holding period requirements for grade assignment documentation. The purpose of this requirement is to document the level of regular effective contact between instructor and students throughout the duration of the course. Student monitoring and contact online will be maintained through the use of email, messaging within the CMS, discussion boards, assignment drop box, and other tools which may be available to assist in tracking student participation. The instructor will participate in on-line discussions as necessary to stimulate critical thinking.

For hybrid sections students will be required to attend a specified number of mandatory on-campus class meetings during the semester. These meetings will provide opportunities for person-to-person contact between the instructor and students, review of subject material, activities, and/or exams. In the online portion of a hybrid section, instructor-student interaction will be the same as in a fully online section.

d. E-mail, messaging, group pages, and/or discussion boards will allow for students to contact other students to share ideas and experiences. Students will be required to participate in and respond to discussion board forums or another CMS tool that provides for student-student interaction, such as journals, blogs, or wikis. Students will be required to respond to the posts of other students on discussion board topics. The instructor will monitor discussion board traffic and content. The instructor will use email to contact students who are not participating in required discussion board forums or who are not providing adequate answers. The email should include suggestions on how the student can communicate more effectively on the discussion boards. Students will be encouraged by the instructor to post responses to questions by other students and to provide peer-to-peer assistance. Students may be required to participate in other online activities such as group research and/or analytical projects. These
projects may be completed and posted online where they may be reviewed by other students for critical analysis and comments.

In hybrid sections students will be required to attend mandatory on-campus meetings. These meetings will provide opportunities for person-to-person contact between students, as described above. In the online portion of a hybrid section, student-student interaction will be the same as in a fully online section.

E. The instructor may evaluate students based upon participation and responses in discussion board forums. Evaluation may include quantitative as well as qualitative factors. For example, students may be required to post a minimum of three responses each week to instructor initiated discussion board forums or comments made by other students on discussion boards. They may be required to include in their response whether they agree or disagree with a particular point and to include reasons to support their position.

For hybrid sections students may be evaluated utilizing testing methods similar to those in the same on-ground classes. For 100% online sections students may be evaluated using the CMS test manager. This may include but are not limited to short answer, essay, multiple choice, calculations, or true-false questions. Through the CMS or publisher websites students may have access to self-assessment tools such as self-scoring tutorials, online quizzes, and interactive homework problems which will be used to gauge student progress and to identify weak areas pertaining to their overall breadth of knowledge and comprehension of specific topics. Research and analytical projects may be assigned individually or in groups and submitted electronically for evaluation and comment by the instructor and or other students.

An example of an assignment appropriate for this course would be: **INSERT A SPECIFIC EXAMPLE HERE AS IT WOULD BE PROVIDED FOR STUDENTS.**

F1. For hybrid sections a classroom will be needed for the on campus class meetings. No facilities will be needed for 100% online sections.

F2. The current CMS used by COC will be used for all distance learning sections. The CMS may also utilize publishers’ modules designed to support and compliment a specific textbook. Online technical support, including answering student and faculty inquiries, may be provided by COC distance learning and computer support staff members. Technical support may also be available from publisher-sponsored sources.

F3. Students will be able to access existing on-ground student support services, including the TLC and library. The TLC also provides online tutoring for distance education students. In special circumstances, TLC resources may also be utilized to proctor exams for students who receive permission from the instructor to take an exam outside of scheduled exam times.
DSP&S resources may be needed to determine Section 508 compliance of course materials and delivery systems.

G. **Check all the little boxes**
Publisher-provided modules may be used in conjunction with the CMS. These modules are primarily based upon content found in the textbook. These modules will be reviewed by DSP&S or such other COC staff member deemed qualified to determine Section 508 compliance. Any noncompliance issues noted will be discussed with the publisher providing the modules to determine an appropriate course of action. This may include changing the module itself or providing the information in an alternate format that is Section 508 compliant. If the noncompliance issue cannot be satisfactorily resolved, then the component of the module giving rise to the noncompliance will be removed from the course content. Students who may have difficulty with online evaluative activities may contact the instructor and request alternative activities. For example, homework may be submitted paper-based rather than online, or chapter quizzes may be proctored in the TLC and taken as paper-based quizzes rather than online. PowerPoint slides and graphic web pages will be converted to formats compatible with text-reading software or will be provided in alternate formats that are Section 508 compliant. Flash-based content used in the course will be provided in alternate formats that are Section 508 compliant.