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| **COURSE ID:** | **GIS 098: GIS Work Experience** |
| **DEPARTMENT:** | **Geographic Information Systems (GIS)** |
| **SUBMITTED BY:** | **Todd Heibel** |
| **DATE SUBMITTED:** | **Saturday, 15th January 2022** |

***For additional resources on completing this form, please visit the DE Website:***

[www.valleycollege.edu/onlinefacultyresources](http://www.valleycollege.edu/onlinefacultyresources)

***Title 5 section 55002 requires all courses, or any portion of a course conducted through distance education include regular effective contact between instructor and student. In addition, the Accrediting Commission for Community and Junior Colleges (ACCJC) requires that Distance Education courses ensure that there is "regular substantive interaction" between instructor and student. SBVC's Distance Education Committee has stipulated that the requirements within Title 5 for "regular effective contact" is functionally equivalent to ACCJC's requirement for "regular substantive interaction."***

***Access and communication are equity issues. This form will clarify how these are being addressed in the online course format.***

1. **Please select the distance education method that describe how the course content will be delivered. These definitions have been pulled from the ASCCC Resolution 09.06 of Spring 2019.**

**Check ALL methods that will be used for offering this course, even if previously approved.**

[x]  FO – Fully Online: Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system and using other required materials. All approved instructional contact hours, including online proctored assessments, are delivered through these online interactions. No in-person assessments are required.

[ ]  PO – Partially Online: Instruction involving regular and effective online interaction for some portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system, and through the use of other required materials. This would include periodic synchronously scheduled meetings for lecture, lab or testing where the instructor and student are together. Any portion of a class that is delivered online must follow a separate approval process. The approved online portion must meet the regular and effective contact regulation. The class schedule indicates when and where the in-person meetings occur and how many hours are to be completed online. Any scheduled or synchronous online meetings should also be included in the schedule of courses.

[ ]  OPA – Online with In-Person Proctored Assessments: Instruction involving regular and effective online interaction in which all instruction takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, with in-person proctored assessments. All assessments are offered at approved locations proximal to the student and over a designated range of dates and times. No activities or assessments may be scheduled at a designated time or location.

1. **In what way will this course, being offered in distance education format, meet the needs of the campus?**

**(Ex: Student Access, Campus Strategic Plan, Campus Mission Statement, Online Education Initiative (OEI), Student Equity, Student Needs). Please be specific.**

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| Student Access:Even before the COVID-19 pandemic, GIS 098: GIS Work Experience (and all Work Experience courses) has been amenable to an online environment. The catalog and schedule description are as follows: *This course involves supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study.*Essentially, SBVC faculty coordinate with the Work Experience student and their workplace supervisor. The workplace is typically off site (not on the SBVC Campus). In other words, the Work Experience student is engaged in a type of distance education. Now that circumstances have necessitated online delivery for most SBVC classes, GIS 098 faculty, students, and workplace supervisors are easily able to communicate via *Zoom* (or similar teleconference applications), email, and phone. Even if students do not own a personal computer, they can borrow a Chromebook from the SBVC Library. Students without appropriate internet access can borrow a hot spot from the SBVC Library. They can use this technology to participate in the fully online GIS 098: GIS Work Experience course. This includes students with significant physical, transportation, financial, and scheduling barriers who can now participate when the class is offered in an online format. This is especially important for students who endeavor to enter the GIS career field.Campus Mission Statement and Values:By offering the GIS 098 class online, this supports the “innovative instruction” portion of the Mission. It also supports the Values by “[providing] students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.”OEI, Student Equity, and Student Needs:The online GIS 098 course supports the letter and spirit of the OEI, Student Equity, and Student Needs. It increases student access from all cohorts, especially students who may have previously been prevented from participating in the traditional, face-to-face Work Experience format. This includes students with significant physical, transportation, financial, and scheduling barriers. |

1. **If OPA is marked above, indicate how proctored exams and assessments will be conducted.**

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| Although this is not applicable to this FO (fully online) course, synchronous communication among faculty, student, and supervisor can easily occur via *Zoom* (and other teleconferencing platforms). |

1. **How will the design of this course address student accessibility? Are you including any of the following?**

[x]  Captioned Videos

[x]  Transcripts for Audio Files

[x]  Alternative Text for Graphics

[ ]  Formatted Headings

[ ]  Other – If other, please explain.

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| When and where possible, the online GIS 098 Work Experience course will utilize video and audio caption and transcription services. In other instances, automated caption and transcription services will be utilized. When embedding graphics within the Canvas environment, for example, alternative text (descriptions) will be provided. |

1. **Provide a specific example of how the instructor will provide synchronous office hours for distance education students? (Ex: Online Conference Tool, Cranium Classroom, Zoom, Pisces, Skype, etc.)**

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| Synchronous office hours and class meetings will occur primarily through the *Zoom* videoconference tool. Office hours will be posted on the course syllabus and announced regularly via Canvas and email throughout the semester. Students may also request individual (one-on-one) office hour meetings. *Pisces* and *NetTutor* may also be implemented to further assist students grappling with difficult topics and concepts. Currently, Pisces and NetTutor do not offer robust Work Experience tutoring. However, ancillary discipline tutoring offered within these services have the potential to benefit Work Experience students. In addition to “off-the-shelf” online tutorial services, students may have supplemental instruction (SI) and tutorial services available through SBVC Academic Success Centers. |

1. **Provide a specific example of how this course’s design ensures regular and effective *instructor-student* contact? (Ex: Threaded discussion forums, weekly announcements, instructor prepared materials, posting video and audio files, timely feedback on exams and projects, synchronous online office hours, synchronous online meetings, synchronous online lectures, etc.)**

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| Prior to the beginning of the semester and posted on the laboratory Canvas website, students will receive the following informational documents: (1) Syllabus, (2) Welcome Letter, (3) Rules of the Road, and (4) Online (and face-to-face) Services. These documents will assist students with the challenges associated with an online class.From the first through final week, students will receive weekly Canvas announcements – at the beginning of each week – detailing the weekly schedule, Zoom meetings, and suggested Work Experience milestones. Follow-up email messages will reinforce Canvas announcements. Students will receive clear instructions about how to complete each weekly assignment, including point totals and due dates.Weekly discussions will align with weekly Work Experience goals and milestones. In addition to posting and summarizing goals and milestones, students are expected to respond to each other in a meaningful way.To assist students in a real-time, synchronous manner, weekly meetings among faculty and students (and sometimes among faculty, students, and workplace supervisors) will occur via Zoom (or similar videoconferencing tool). The schedule for these meetings will be posted within the course syllabus and Canvas website. Students will be reminded of and invited to these weekly class and open office hour meetings through weekly announcements and email messages. In addition, tutorial services may be provided through the SBVC Academic Success Centers.Asynchronous contact and support will occur through posted examples (goal setting, time sheet completion, resume building, etc.), study guides, and videos. Each weekly laboratory class meeting and open office hour meeting will be recorded, archived, and accessible through the course Canvas website. In addition to other topical videos, the archived class meeting and office hour videos will be available within the Pages and Modules sections of the Canvas website.The typical timeline for instructor feedback will include the following: (1) 24 hours for email and Canvas message inquiries (with accommodations for weekends and holidays), and (2) up to one week to assess and post scores for assignments (e.g. weekly discussions, weekly exercises, quizzes, exams, etc.). |

<https://www.valleycollege.edu/online-classes/faculty-resources/reg-effective-contact.php>

1. **Provide a specific example of how this course will ensure regular and effective *student-student* contact?**

**(Ex: Threaded discussion forums, assigned group projects, threaded discussions, peer-to-peer feedback, synchronous online meetings, etc.)**

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| In addition to communicating with each other during weekly Zoom (synchronous) meetings, students will have the opportunity to communicate with each other through weekly Canvas discussions. During each weekly discussion, students are expected to respond to each other (e.g. to earn full credit, students must respond to at least one other student). Although not required, students will be encouraged to form informal study groups via phone, email, and Zoom communication tools. |

<https://www.valleycollege.edu/online-classes/faculty-resources/reg-effective-contact.php>

1. **Describe what students in this online version of the course will do in a typical week on this class. Include the process starting after initial log in.**

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| Two important documents are sent via email to registered students, as well as posted on the course Canvas website: Welcome Letter and First Week Guide.From the Welcome Letter:Question: How to find and access this online course via Canvas?Answer: Go directly to sbccd.instructure.com (you can click on the link) and follow the login instructions. Select GIS Work Experience (GIS-098) from your Canvas dashboard. This is probably the easiest option!Answer: Log into the SBVC website at www.valleycollege.edu. Click on the “Log In” link in the upper-right corner of the page and select Canvas from the drop-down menu. Follow the login instructions. Select GIS Work Experience (GIS-098) from your Canvas dashboard. This is probably the second-easiest option!From the First Week Guide:We will meet each week via Zoom. During this first week, we will read the *Work Experience Handbook*, learn to complete time sheets, and collaborate with your workplace supervisor to establish your Workplace Objectives. Instructions for accessing your online Work Experience Handbook is provided within the Welcome Letter and Syllabus documents (both are accessible within your Canvas webpage). We will also complete the Student Survey, and Ice Breaker Discussion. These will all be due by 11:59 pm on Sunday. Specific instructions are included within the Pages and Modules sections of your Canvas webpage, and you will submit all assignments and discussions within Canvas. In addition to all weekly assignments being posted within the Home, Announcements, Assignments, and Syllabus sections of your course Canvas website, everything is always (and conveniently) accessible within the Modules section of your course Canvas website. There is a Module created for each week that contains all assignments and ancillary support material.Please contact me via email (theibel@valleycollege.edu) or phone (909-384-8638) with any questions. You can also use the Canvas messaging system. It is convenient and easy to use. All Canvas messages are viewable within Canvas, as well as your SBCCD student email. For more in-depth assistance with course material and technical issues, I will hold online office hours via Zoom. When we can safely return to campus, my physical office is located on the SBVC Campus, room PS 113. It is located on the first floor of the Physical Sciences (PS) Building. The online and on-campus office hours are accessible through Zoom. The link to access Zoom is found within the Announcements, Home Page, Syllabus, and Modules sections of your GIS-098 Canvas page. You will receive weekly invitations to participate in Zoom meetings with specific instructions (logging in via computer or mobile device and connecting via phone). |

1. **Provide a sample statement that could be included in the syllabus for this course that communicates to students the frequency and timeliness of instructor-initiated contact and student feedback.**

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| Weekly announcements will be posted on your course Canvas website. Announcements will contain links to reading material, PowerPoint slides, videos, study guides, discussions, assignments, quizzes, and exams. Deadlines for discussions, assignments, quizzes, and exams will be clearly posted (typically Sunday of each week by 11:59 pm).Weekly Zoom "virtual office hour" sessions will typically occur on a set day and time so as to establish regular, consistent communication. The office hour schedule is posted within the course syllabus and Canvas webpage.All discussions, assignments, quizzes, and exams will be scored and posted in a timely manner (typically within 24-72 hours). Please be advised that scoring and posting will be delayed during weekends and holidays.All student inquiries, via email, Canvas messenger, Zoom, and phone will be addressed in a timely manner (typically within 24 hours). Please be advised that scoring and posting will be delayed during weekends and holidays. |

1. **How will you design and deliver your course to ensure disproportionately impacted students are reflected in your course content, and what communication methods do you plan to employ to ensure they remain engaged and succeed in your course with full access to all course materials and tools?**

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| First, DEIA (diversity, equity, inclusion, and anti-racism) are central to the GIS 098: GIS Work Experience course. Although GIS is a tool utilized within a wide diversity of STEM, social science, art, humanities, and CTE disciplines and fields, it remains underrepresented in terms of race, gender, sexuality, and physical ability. We want our students to be able to “see themselves” within the GIS field. From weekly meetings to semester-long projects, DEIA will guide all interactions among students, faculty, and workplace supervisors.Second, lack of computing and internet resources will not be a barrier for student participation. Any student lacking these resources will be directed to the SBVC Library where they can obtain Chromebook computers and hot spots.Third, regular and effective communication among students, faculty, and workplace supervisors will occur synchronously via Zoom and phone and asynchronously via email and Canvas discussions. Regularly scheduled meetings will occur via Zoom each week. In addition, students can seek further assistance via Zoom-enabled and face-to-face (when allowed) office hours. |

1. **Does this course include lab hours?** [x]  No [ ]  Yes – If yes, how are you going to accommodate the typical face to face activities in an online environment?

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| Any face-to-face activities will be transitioned to the online environment. The simplest mechanisms to achieve this are the Zoom videoconferencing software and Canvas online course management system. Students, faculty, and workplace supervisors can easily meet via Zoom. Weekly discussions, feedback, and project updates can be easily uploaded and accessed via Canvas. |

1. **How will you accommodate the SLO and Course Objectives in an online environment?**

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| The GIS 098: GIS Work Experience SLOs include the following:* Demonstrate proficiency of skills specified in the measurable objectives.
* Understand the expectation and value of teamwork.
* Establish and maintain a positive relationship with employer.

These SLOs are easily translated into the online environment. Students can demonstrate mastery of skills and objectives within weekly Zoom meetings among students, faculty, and workplace supervisors. These can also be demonstrated through upload of project milestones and weekly discussion participation within Canvas.The value of teamwork can be demonstrated within weekly Zoom meetings and updates.Positive employer relationships can be demonstrated within weekly Zoom meetings among students, faculty, and workplace supervisors.The GIS 098: GIS Work Experience Course Objectives include the following:* Demonstrate proficiency in practices and/or procedures newly learned on the job.
* Compare and contrast actual work experience with what has been learned in the classroom.
* Analyze and evaluate daily work activities.
* Describe the organization of the business/company in which you are employed.

Each of the course objectives are easily translated into the online environment. Weekly Zoom meetings, project updates, and Canvas discussions will reveal newly learned on the job skills, similarities and differences between theory and practice, daily work activities, and workplace organizational structures. |

1. **Are modifications needed to SLOs or Course Objectives in order to teach this course in the online modality?**

[x]  **No** [ ]  **Yes –** If yes, please explain the changes needed.

*(It is advised that if you are changing course content or objectives that you speak with the Curriculum Co-Chair or Articulation Officer for guidance moving forward)*

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| Even before the COVID-19 pandemic, GIS 098: GIS Work Experience (and all Work Experience courses) has been amenable to an online environment. Using the Zoom (and related) videoconferencing platform, Canvas learning management system, email, and phone communication, students, faculty, and workplace supervisors can easily coordinate and accomplish all course objectives. Semester-long GIS projects can be developed, problems can be resolved, and projects can be completed within an online environment. |

**To be completed by a member of the Curriculum Committee Review Team:**

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| **CURRICULUM CHAIR REVIEWED:** |  | [ ]  **YES** [ ]  **NO**  |
| **DE REVIEW:** |  | [ ]  **YES** [ ]  **NO**  |
| **CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:** |  | [ ]  **YES** [ ]  **NO**  |