



DISTANCE **EMERGENCY** EDUCATION ADDENDUM

COURSE ID:	FTVM 102
DEPARTMENT:	FTVM
SUBMITTED BY:	Lucas Cuny
DATE SUBMITTED:	06/09/20

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

www.valleycollege.edu/onlinefacultyresources

1. Please select the distance education method that describe how the course content will be delivered in an emergency situation. Check ALL methods that will be used for offering this course, even if previously approved.

- FO – Fully Online
- PO – Partially Online
- OPA – Online with In-Person Proctored Assessments
- FOMA – Fully Online with Mutual Agreement

2. In what way will this course, being offered in distance education format for emergency purposes only, 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.

This course will meet the needs of the campus through increased Student Access, aligning with the Campus Strategic Plan, fulfilling parts of the Campus Mission Statement, accommodating Student Equity, and addressing Student Needs.

3. Will this course require proctored exams?

- No
- Yes - If yes, how?

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

- Captioned Videos
- Transcripts for Audio Files
- Alternative Text for Graphics
- Formatted Headings
- Other – If other, please explain.



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5. **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.)**

The instructor will provide synchronous office hours for the students through Zoom with a set schedule of weekly days and times during the summer session. Utilizing Zoom's ability for the waiting room will provide the needed privacy for these meetings.

6. **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.)**

Effective instructor-students contact will be met through this course by a weekly offering of either synchronous or asynchronous lecture. Faculty will provide students an option of either checking in live during lecture or give them time to review a recording of the lecture after the live feed. Following each lecture there will be a weekly discussion board post that will simulate standard classroom discussion based on lecture. This class also deals with the aesthetics and meaning of film and media so throughout the week there will be assigned viewings. These viewings will be available through Zoom desktop recordings, shared files and links through office 365, and Canvas studio. Also, students may be able to access viewings through the campus' library trial versions of various video streaming services which will be provided to the students at no cost. Beyond weekly lectures instructor will provide weekly announcements to students of any updates or activities that pertain to the class. . The instructor will also provide feedback and comments via Speed Grader or direct emails on the scheduled weekly assignments turned in through LMS Canvas.

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

7. **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, Notebowl, peer-to-peer feedback, synchronous online meetings, etc.)**

Following each lecture faculty provides either synchronous or asynchronous lecture discussion. Students may respond to class discussion live or respond to each other's comments in an associated discussion board post in LMS Canvas.

8. **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.**

In a typical week for the students will log into LMS Canvas to review their schedule. This includes required participation in weekly class lectures and weekly viewings of various films. Per each week's viewings students will write at least one paper of the viewings that demonstrates their knowledge of the concepts discussed during the lectures and based on the viewings. These are due at the end of the week. Those written assignments will need to be turned in through the assignment section in LMS Canvas.



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9. **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.**

Students may contact the instructor via phone, Canvas messenger, or email. The instructor will respond to voice mail, Canvas messages, and email questions or concerns within a 24-hour period, with the exception of weekends and holidays.

10. **Provide a specific example of how regular and effective student-student interaction may occur in this online course.**

There will be weekly discussion board posts associated with a posted weekly video lecture. Students comment on the prompt posted by the faculty and comment on other students' comments. Those projects will go into a weekly discussion forum or Peer Review Assignment that is focused on that week's topic where all students and faculty will comment and provide timely feedback on the work.

11. **Provide a specific example of how regular and effective instructor-student interaction may occur in this online course.**

A student can upload work to LMS Canvas in the assignments folder according to specific due dates listed in the in the course Syllabus. The instructor may comment on the work using the comments feature of the Speed Grader. The instructor can make weekly or bi-weekly announcements about assignments, due dates, new films or tv shows available on streaming services and campus information on the announcements section of Canvas. The instructor will also reach out via email reminders to students if they seem to be falling behind on assignments. It will be encouraged by the instructor for student to either set up schedule Zoom time if they cannot make the aforementioned set schedule or email instructors with any questions and concerns as they arise.



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

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

For the SLOs that require the students to understand film styles and features of films students complete weekly papers that demonstrate their knowledge of those concepts. Those papers will be turned in via the assignment tool in LMS Canvas. Utilizing Speed Grader the faculty will be able to ascertain if the SLOs and assignment rubric have been met. For the course objectives that largely deal with analysis, literacy, and filmmaking terms the students interaction through discussion board posts and periodic quizzes will evaluate their understanding of those objectives on a consistent basis throughout the period of the class.

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

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.)

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

CURRICULUM CHAIR REVIEWED:		<input type="checkbox"/> YES <input type="checkbox"/> NO
DE REVIEW:		<input type="checkbox"/> YES <input type="checkbox"/> NO
CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:		<input type="checkbox"/> YES <input type="checkbox"/> NO

Janice Comments

#2 is very vague.

#5 does not provide a specific example on how the instructor will provide synchronous office hours.

#6- No specific example of how this course will provide instructor-student contact. Instead, what is provided is a list of the platforms that will be used.

#7- No specific example of how this course will provide student-student contact. Instead, what is provided is a list of the platforms that will be used.

#10- What was provided was not a specific example of how regular and effective student-student interaction may occur, but more of a generic statement was listed.

#11- What was provided was not a specific example of how regular and effective instructor-student interaction may occur, but more of a generic statement was listed.

#13 is very vague.