DISTANCE EDUCATION ADDENDUM

COURSE ID:	**HUMSV 198E Field work I for Career Specialist**
DEPARTMENT:	**Human Services**
SUBMITTED BY:	**Melinda Moneymaker – Chair**
DATE SUBMITTED:	**June 15th, 2020**

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.**
    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, 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 is a 2 unit fieldwork course where students perform there volunteer hours at an off campus site. It is taken with the 50 minute seminar class providing students with supervision support and accompanying their work experience hours that they have to complete for the human service certificate, case management certificate and career specialist certificate.
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    > Offering this course online in full or in hybrid format allows student access and addresses student equity where the obligations of transportation needs, childcare needs and other barriers to attending face to face campus classes might prevent students being able to enroll. This aligns with the campus strategic plan of increasing student access and success. Offering this class in a DE format also promotes student equity on campus supporting the campus mission statement and in addition provides students the opportunity to enter the workforce of addiction counseling, without having to attend classes on campus.
    >
    > The DE format of this course also follows the guidelines of the online education initiative, OEI, meeting the regulations of DE guidelines in regards to student engagement with other students, receive prompt feedback from the instructor, engage in regular interaction with the instructor, provide student centered learning, rubrics for assessment and alignment to student learning outcomes, and accessibility to course and course content.

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?**

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

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 synchronous offices office will occur with students in this course through the use of canvas and conferzoom. Specific time slots will be available for students on certain days specified in the course syllabus, and the instructor will be available during those times to set appointments with students for office hours. The instructor having set incremented time slots through canvas, may use the waiting room to allow for individual student and instructor meetings. There will also be a pre-arranged zoom hour for the class to attend to ask questions regarding course material, and asking questions through chat messaging or by raising their hand.

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.)**

> Weekly announcements through canvas will prompt students to check new assignments posted, due dates and other important communication from the instructor to the student. A specific example would be: "Students please attend your first week of supervision this Wednesday at 7:00pm, where we will be going over forms and objective sheets for you and your site supervisor to complete by next week's class." The forms are uploaded and in module 1 on canvas, ready for you to review."

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.)

> Students will have the opportunity to engage in regular and effective student-student contact in the following ways:
> 1. Weekly small and large threaded group discussion posts. Each student will create their own initial post, they will then be required to give feedback to at least two of their peers' posts.
> 2. Zoom hour – each week students will engage in a scheduled zoom hour for the internship seminar and go over any challenges and positives that may have occurred that week at the off campus work experience site, with their peers and the instructor.
> 3. In hybrid format this course will meet on campus monthly for 50minutes of face to face supervision, and the other Wednesday's of the month it will meet on zoom.

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.**

> This course is to be taken with the corresponding work experience 2 unit course, that is where students volunteer at off campus sites to complete the required hours of internship for their particular certificate. Each week either by face to face meeting, or zoom meeting, or combination of both, students will meet with instructor and peers in the class to go over any challenges, learned experiences or positives that have occurred at their off campus sites.

There may also be additional assignments posted online that are state cooperative work experience requirements, such as a two page agency paper done on their experience at their work site, a minimum of three course objectives for them to perform at there work site and must be agreed upon by the students, work supervisor and instructor. The course syllabus provides a course outline and objectives, student learning outcomes and expectations for the course. Contact information for your instructor including office hours through canvas and zoom, any other student resources and accessibility options are also included in the syllabus.

Zoom hour will take place on Wednesday's between 7:00 and 7:50pm. To access zoom use confer zoom on canvas, also on the left-hand column off the home page. In the hybrid format there will also be a monthly face to face requirement for 50minutes with the instructor and other students enrolled in the course.

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.**

As you instructor I will be available to you daily, Monday thru Saturday, to answer questions regarding the course, the field of addiction studies, and other questions regarding human services and job opportunities , or transfer requirements to higher degrees. You can reach me at: mmoneyma@valleycollege.edu or through canvas messaging, (quickest response time within 24 hours except Sundays, holidays and vacations). If you would like to schedule an appointment, online through weekly office hours, through zoom or by telephone let me know your number and the best time to reach you. I will also provide prompt feedback on all your assignments, with 24 hours of the due date except Sundays and Holidays, and information regarding resources both on campus and in the community.

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

In threaded discussion groups with peer to peer feedback or during the 50 minute zoom calls weekly.

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

Students enrolling in their internship and work experience will not only have instructor-student interaction during treaded discussion, zoom hour, or office hours, but will also be expected to contact instructor during the semester should any situation warrant a scheduled meeting or visit to the off campus worksite. Instructor at a minimum will have weekly contact with the student, and may have additional contact or visit to worksite during the course of the semester to check on student's progress on formed objectives.

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?**

SLO and course objectives will be assessed by the instructor through submission of objective sheets, regular weekly contact with student and a visit or phone call at least once during the semester to the supervisor of the off campus site. This is the same assessment done in a face to face learning environment.

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:		☐ YES ☐ NO
DE REVIEW:		☐ YES ☐ NO
CURRICULUM COMMITTEE DIVISION REPRESENTATIVE REVIEWED:		☐ YES ☐ NO