



San Bernardino

Valley College

DISTANCE EDUCATION ADDENDUM

COURSE ID:	OSHA35
DEPARTMENT:	Electrical/Electronics
SUBMITTED BY:	Anthony S. Ababat
DATE SUBMITTED:	6/30/20

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. 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.

Student needs and OEI (Online Education Initiative)

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.)

Online Conference Tool, Microsoft Office Teams, and Zoom

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.)

Instructor prepared materials for class and/or small group discussions, weekly Announcements and Assignments. Presentation of films, video tapes or other media by embedding those files in Canvas. If needed, conduct online meetings and online lectures.

<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.)

Threaded discussion forums, and threaded discussions. Instructor will prepare an interactive class activities and small team groups for students to interact and discuss their ideas as presented in the Syllabus for this course under methods of instructions.

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.

Typically, the students will read the Module assigned every week. Then answer two to four discussion topics/s. The Instructor will reply each student respond for the given discussion topics. Each student has an opportunity also to respond and comments their classmates work making the class lively, and interactive. Then each student will answer weekly assignments and the quiz given in that week.

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.

The instructor-initiated contact and student feedback can be implemented in this OSHA 35 class through discussion topics and monitoring student performance weekly. Email reminders and announcements. Phone calls and text messages if required. Instructor initiated contact and student feedback are implemented and will be listed in the syllabus course design and implemented in DE format as follows:

- Students will read assigned osha.gov materials connected with General Industry and be prepared to discuss it in the discussion tab in Canvas.
- The presentation or materials in an online format and other appropriate media (such as audio, video, PPT



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slides, Word and PDF files will be check for accessibility.

- A good design for weekly assignments and projects that promote collaboration among students.
- Model course netiquette at the beginning of the semester with instructor-guided introductions.
- Pose questions in the discussion boards which encourage various types of interaction and critical thinking skills among all course participants.
- Monitor content activity to ensure that students participate fully, and discussions remain on topic.
- Create a specific forum for questions regarding course assignments. (e.g. "Got a Question?")

Ask students for feedback about the course on a regular basis and revise content as needed.

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

To gain high level of student-student interaction in OSHA 035 course, it will be accomplished by providing socially focused exchanges such as a guided instruction, positive and healthy exchange of information, and participation in activities designed to increase a social rapport. Students are required to write a three-page paper on a given OSHA General Industry topic and cite standards. This will happen naturally when students will be collaborating to demonstrate their ability to correctly compare and differentiate the responsibilities of employers and employees using common terms, and definitions for the prevention of accidents and fatalities in hazardous areas of construction. Students should plan on checking Canvas at least three times during the week – once to post initial assignments, once to post feedback to other assignments, and responding to your peer and instructor's feedback. Then work on the given quiz for that week. Students may contact the instructor through email, and phone calls or text messages if the need arises.

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

An effective instructor-student interaction implemented in OSHA 035 class will be to encourage students in participating in discussions, providing students with feedback, listing the office hours availability and consistent communications. This can include:

- Guided practice activities
- Reminders or previews of upcoming assignments
- Comments on or a summary of a current discussion
- General comments on how the class did on a test or assignment
- Remediation on a misunderstood or muddied learning point, based on student work
- A link to a relevant video or article
- Personal news you would like to share with the class
- Allowing students to comment and interact on the written materials, text, journals presented in Canvas.

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?



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The way this course will accommodate the SLO and Course objective is through weekly assessments such as quizzes threaded discussions and submission of assignments. For example, the OSHA 035 class: On completion of this course, will demonstrate their ability to correctly analyze, explain, and identify specific hazardous conditions using the OSHA regulations and select the proper procedures to correct these jobsite hazards and pass a written exam with a minimum score of 70%. Students will be assessed on by checking their understanding on the following:

- The importance of OSHA in providing a safe and healthful workplace for American workers in the General Industry.
- Be able to Discuss employer and employee rights and responsibilities under OSHA rules, and their relevance to life, health, and safety.
- Demonstrate how to locate the correct OSHA standards in 29 CFR 1910
- Describe common causes of injuries, illnesses and deaths in hazardous areas of the General Industry.
- Be able to Identify and describe abatement techniques used for hazards found in the General Industry

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