COLLEGE OF THE CANYONS
Correspondence Education Addendum

Correspondence Education is education provided via the distribution of instructional materials, including assessments, via mail or electronic transmission to students who are separated from the instructor and have no means of engaging in traditional forms of distance education. Correspondence courses are largely self-paced by the students and student-instructor contact is limited.

College of the Canyons offers coursework via correspondence only to currently incarcerated students, heretofore referred to as "student-inmates".

COURSE PREFIX & NUMBER:_____

COURSE NAME: _____

1. Institutions offering correspondence education must have processes in place through which the institution establishes that the student who registers in a correspondence course is the same person who participates in and receives academic credit for said course. This requirement will be met if the institution verifies the identity of a student-inmate through collaboration with the Onsite Program Supervisor and the associated facility's internal process for inmate identification.

   - Admission and Registration procedures consistent with our face-to-face community education classes are used to verify student-inmate identity
   - Onsite student-inmate authentication procedures will vary by correctional facility
   - Commanding Officers, in collaboration with Onsite Program Supervisors, verify the packets they receive are from the student-inmate registered in the class and that the correct name is provided
   - Any onsite proctored assessments will utilize a facility-determined student-inmate authentication process and reconciliation with the class roster

2. Describe how the Methods of Instruction will be modified and/or replaced in the correspondence course.

   - Instructors will have at least one (1) touchpoint with their students for every 10 "in-class" hours as detailed in the Course Outline of Record (COR)
   - A "touchpoint" is a dissemination of instructional materials
   - For each "touchpoint", instructors will send the Inmate Education Instruction Coordinator instructional materials for dissemination at least one week in advance
   - Instructional Materials will include lecture materials to cover course content and assignments/ assessments to check for understanding
   - The Inmate Education Instruction Coordinator produces printed versions of the instructional materials for distribution

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- Instructional materials are distributed to the facilities housing the enrolled student-inmates <u>within one week</u> of receipt from the instructor
- The Inmate Education Instruction Coordinator collects completed coursework for each "touchpoint"
- For courses with only one touchpoint, an acceptable interval between distribution and collection will be determined by the instructor
- The Onsite Program Supervisor distributes and collects work by course section and student-inmate

- OTHER:

3. In Correspondence Education, by definition, there is limited interaction between instructor and students and interactions are primarily student initiated. While limited, interaction should still strive to be regular and substantive. To achieve this end, interaction between the student-inmate and instructor will undergo the following procedure:

- The student-inmate fills out an "Inmate Inquiry Form" identifying any questions he/she/they may have with the academic work associated with the course in which they are enrolled
- The student-inmate gives the inquiry form and associated academic work, if appropriate, to a Correctional Officer (CO)
- The CO gives inquiry form to Onsite Program Supervisor
- Onsite Program Supervisor addresses the question with the instructor via email, copying the Inmate Education Instruction Coordinator on the exchange
- Instructor answers posed question(s) and/or gives feedback to initiated response to Onsite Program Supervisor
- Onsite Program Supervisor gives feedback to student-inmate.
- When a student-inmates does initiate contact, a response time of 2-5 business days is desirable, but may vary based on course requirements and extenuating circumstances

4. Describe how student learning will be evaluated:

- Student-inmate learning will be evaluated by a combination of formative and summative assessments (e.g. assignments, quizzes, tests, written responses to prompts, and evaluations consistent with the Course Outline of Record (COR)
- Students are expected to complete the hours of study consistent with the hours stated in the COR
- Opportunities for student self-assessment will be provided at the end of each touchpoint, as formative assessments

- OTHER:

5. List any special texts, equipment, or supplies needed for this course or sections of this course being offered through correspondence education:

   - Correspondence courses in the Inmate Education Program utilize a paper/pencil packet format in lieu of technology
   - Instructional materials packets are created by instructors and delivered to and picked up from the Onsite Program Supervisor for each touchpoint in the course
   - OTHER:

6. Describe the college resources that will be required by instructor and inmate-students for this course:

   - Technology, including Reprographics (please describe):

   - Student Support Services (please describe):

7. Section 55200 of title 5 states "In addition, instruction provided as distance/correspondence education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. §12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. §794d)." How will you ensure that instructional materials are accessible to students with disabilities?

   - Correspondence classes at College of the Canyons are designed to be welcoming, accessible, and usable by everyone
   - The instructors have access to DSPS support to ensure that all course materials are compliant before being offered to the student-inmate, such as documents being correctly formatted and images having alternate text descriptions
   - Instructional materials are evaluated for accessibility and inaccessible elements are appropriately accommodated when needed