Online Course Addendum to Course Online of Record

Date: 08/31/2018  
Cat ID (from COR): 650735.00  
Course Number and Name: Counseling 100  
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Regular and Effective Contact Practice:

Establishing Expectations: Identify where or how expectations for frequency and timing of instructor initiated contact and feedback as well as expectations for student participation will be conveyed to students. (Select all that apply. If you select Other, please describe.)

Syllabus, Orientation

Instructor to Student Contact:

Announcements and/or email must be selected with a frequency identified. Then, at least one more type of instructor-to-student contact (choices 1-6) must also be identified. Keeping in mind that more than one instructor might teach this class, selections should reflect minimum requirements as determined by the department. Individual instructors can always add more.

1. **Announcement**: Scheduled Reminders, Current events related to content  
   Frequency of Announcement (regular contact): Weekly

2. **Email**: Instructor to Student questions and/or responses  
   Frequency of email (regular contact): Weekly

3. **Individualized Assignment Feedback**: Gradebook comments in LMS, Graded assignments returned to student

4. **Course Navigation Tools**: Lesson Plans, Weekly Checklists

5. **Office Hours**: Raise your hand, Virtual
6. **Orientation**: Face-to-face, Online

**Student to Student Interaction:**

1. **Interaction**: Discussion, Collaborative work (e.g. Wiki or Group Project)
2. **Frequency of Student-to-Student Interaction**: Weekly

**Content Delivery:**

1. **Lecture**: Written Narrative, Electronic slide show
2. **External Resources**: Websites, Video, Interactive Website/Lab, Handouts
3. **Lab**: None
4. **Field Trip**: None
5. **Supplemental Meetings**: Review of first semester educational plan

**Course Quality Standards:**

The section below captures representative adaptations to assignments, methods of evaluation or grading criteria that might be utilized when the course is taught online. When there are no differences, the check box in the “same as traditional” area can be used. Keep in mind that this addendum applies to any instructor who teaches the course, so any adaptations described will be representative samples not required elements.

How many course objectives do you have? 1-4

**Objective 1:**
Identify and describe college resources

1. **Assignment same as traditional**: Yes
   Assignment adaptations for online version:

2. **MOEs same as traditional**: Yes
   Method of Evaluation Adaptations for online version:

3. **Grading same as traditional**: Yes
   Rubric/Grading Method of Adaptations for online version:

**Objective 2:**
Describe all matriculation components
1. Assignment same as traditional: Yes
   Assignment adaptations for online version:

2. MOEs same as traditional: Yes
   Method of Evaluation Adaptations for online version:

3. Grading same as traditional: Yes
   Rubric/Grading Method of Adaptations for online version:

Objective 3:
Develop a first semester plan

1. Assignment same as traditional: Yes
   Assignment adaptations for online version:

2. MOEs same as traditional: Yes
   Method of Evaluation Adaptations for online version:

3. Grading same as traditional: Yes
   Rubric/Grading Method of Adaptations for online version:

Objective 4:
N/A

1. Assignment same as traditional:
   Assignment adaptations for online version:

2. MOEs same as traditional:
   Method of Evaluation Adaptations for online version:

3. Grading same as traditional:
   Rubric/Grading Method of Adaptations for online version:

Objective 5:
1. Assignment same as traditional:
   Assignment adaptations for online version:

2. MOEs same as traditional:
   Method of Evaluation Adaptations for online version:

3. Grading same as traditional:
   Rubric/Grading Method of Adaptations for online version:

Objective 6:

1. Assignment same as traditional:
   Assignment adaptations for online version:

2. MOEs same as traditional:
   Method of Evaluation Adaptations for online version:

3. Grading same as traditional:
   Rubric/Grading Method of Adaptations for online version:

Objective 7:

1. Assignment same as traditional:
   Assignment adaptations for online version:

2. MOEs same as traditional:
   Method of Evaluation Adaptations for online version:

3. Grading same as traditional:
Rubric/Grading Method of Adaptations for online version: Approved