

## COURSE OUTLINE OF RECORD



**Palo Verde College**

**One College Drive, Blythe, CA 92225  
(760) 921-5500**

Course Control Number:

Course Outline Approval Dates		
	Curriculum Committee	Board of Trustees
Face-to-Face		
Correspondence Ed.		
Distance Ed.		

**1. Course Information. Course Initiator:**

Subject Area and Course Number:		Course Title:			
New Course <input type="checkbox"/> Revised <input type="checkbox"/> Updated <input type="checkbox"/>		Static ID	TOP Code	Credit Status Request <b>Choose one:</b>	
Classification Code <b>Choose one:</b>		SAM Code <b>Choose one:</b>		Course prior to college level <b>Choose one:</b>	
Noncredit category <b>Choose one:</b>		Meets a unique need: Yes <input type="checkbox"/> No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No <input type="checkbox"/>	Demand/Enrollment Potential: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Transfer request <b>Choose one:</b>		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/>			
Basic Skills <b>Choose one:</b>		Funding Agency <b>Choose one:</b>		Course Program Status <b>Choose one:</b>	
Co-Op Status <b>Choose one:</b>		Special Class Status <b>Choose one:</b>			

**JUSTIFICATION FOR NEED:**

*(Briefly describe the primary method used to determine the need for this course. For example, Labor Market Projections from Employment Development Department, employer survey, community or student interest survey, state licensing requirements or mandated certification. A maximum of 4000 characters is allowed.)*

**CATALOG DESCRIPTION:**

**SEMESTER UNITS:**

**Course Length: Lecture:            Laboratory:            Clinic/Field:**

**PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:**

If the course has pre-requisites, co-requisites or advisories, list them here and attach a completed Pre-requisite Justification form.

**OBJECTIVES and LEARNING OUTCOMES:**

Upon successful completion of the course the student will be able to:

---

---

**COURSE OUTLINE AND SCOPE:**

1. **Outline of topics or content:**
  
2. **If a course contains laboratory or clinic/field hours, list examples of activities or topics:**
  
3. **Examples of reading assignments:**
  
4. **Examples of writing assignments:**
  
5. **Appropriate assignments to be completed outside of class:**
  
6. **Appropriate assignments that demonstrate critical thinking:**
  
7. **Other assignments (if applicable):**

**8. Face-to-Face Course Sections:**

**Face-to-face education** is a mode of delivery in which instruction is delivered in a traditional classroom setting, with instructor and students located simultaneously in the same classroom facility.

**a. Describe the methods of instruction.**

**b. Describe the methods of evaluating of student performance.**

**c. Describe how the confidentiality of the student's work and grades will be maintained.**

[Suggested response] Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

**d. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.**

**Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.**

---

---

## 9. Correspondence Education Course Sections (correspondence, hybrid correspondence)

**Correspondence education** is a mode of delivery in which instructional materials are delivered by mail, courier or electronic transmission to students who are separated from the instructor by distance. Contact between instructor and student is asynchronous. **Hybrid correspondence education** is the combination of correspondence and face-to-face interaction between instructor and student.

- a. Describe the methods of instruction.
- b. Describe the methods of evaluating student performance.
- c. Describe how regular, effective contact between the instructor and a student is maintained.

(Note: Regular, effective contact includes, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments; syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.)

- d. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.

[Suggested response]: Consistent with policy elements listed in the ACCJC's "Policy on Distance Education and on Correspondence Education," the College verifies the identity of a student who participates in class or coursework by using, at the College's discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student's identification.

- e. Describe procedures that evaluate the readiness of a student to succeed in a correspondence or hybrid correspondence course section.

(The procedure might consist of a short assessment questionnaire prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in a correspondence or hybrid correspondence instructional mode.)

- f. Describe how the confidentiality of the student's work and grades will be maintained.

[Suggested response] Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

- g. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

- h. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.

**Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.**

## 10. Distance Education Course Sections (online, ITV, hybrid)

**Online education** is a mode of delivery in which all instruction occurs online via the Internet. Student and instructor access to email and the Internet is required. Students are required to complete class work using email, chat rooms, discussion boards and other instructional online venues. **Interactive television (ITV)** is a mode of synchronous delivery in which instruction occurs via interactive television (closed circuit). **Hybrid** instruction is a combination of face-to-face instruction and online instruction.

**a. Describe the methods of instruction.**

**b. Describe the methods of evaluating student performance.**

**c. Describe how regular, effective contact between the instructor and a student is maintained.**

(Note: Regular, effective contact includes, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments; syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.)

**d. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.**

[Suggested response]: Consistent with policy elements listed in the ACCJC's "Policy on Distance Education and on Correspondence Education," the College verifies the identity of a student who participates in class or coursework by using and the College's discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student's identification.

**e. Describe procedures that evaluate the readiness of a student to succeed in an online, ITV or hybrid course section.**

(The procedure might consist of a short assessment questionnaire prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in an online, ITV or hybrid instructional mode.)

**f. Describe how the confidentiality of the student's work and grades will be maintained.**

[Suggested response] Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

**g. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.**

**h. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.**

**Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.**

---

---

**REPRESENTATIVE TEXTBOOKS AND OTHER READING AND STUDY MATERIALS:**

List author, title, and current publication date of all representative materials.

---

---

**SIGNATURES:**

**COURSE INITIATOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LIBRARY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CHAIR OF CURRICULUM COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUPERINTENDENT/PRESIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_