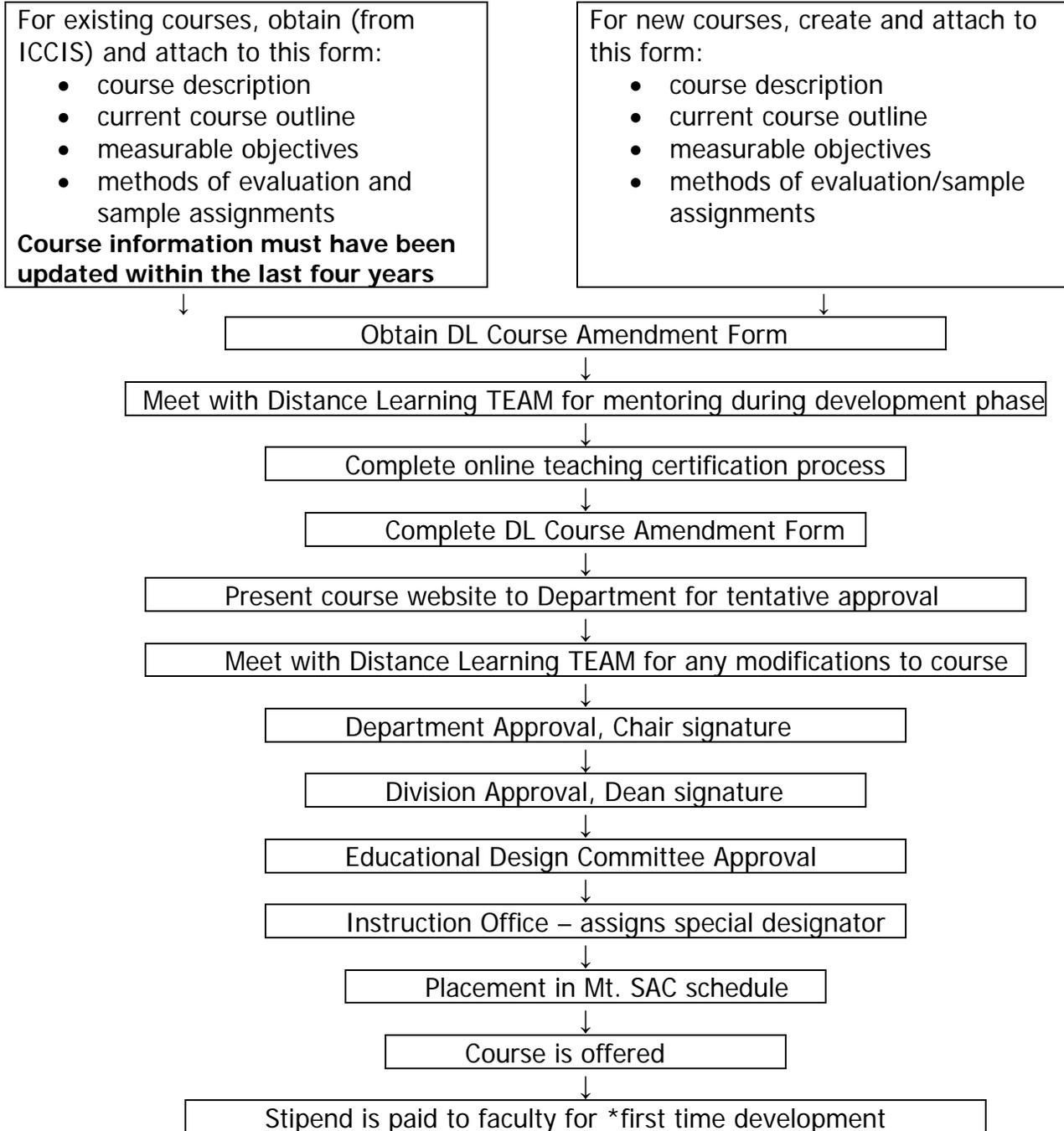


Mt. San Antonio College DISTANCE LEARNING COURSE AMENDMENT FORM (REQUIRED)

Process Flowchart

(for new DL courses or amendment of existing traditional courses)



*The first DL course that is developed by a faculty member results in a stipend being paid to the faculty member in the amount of \$1000 after the course is offered and taught by that faculty member. Subsequent course(s) and web development does not result in any further stipend. Training, workshops, and resources are available for faculty from Online Learning Support Center and Staff & Organizational Learning.

- Grading policy
- Attendance policy
- Make-up policy for missed work
- Campus policies – add/drop, academic dishonesty, repeating courses
- Departmental intervention plan for repeating of courses
- FAQs
- Student and instructor expectations
- Accommodations for disabled students
- A variety of web-based learning materials
- Discussion forum (within or out of course web site)
- Interactive and relevant links to assignments or activities
- Site map
- Course web site organized around themes or chunks of information

Course web site address: <http://elearn.mtsac.edu/alawson>

(If a UserID and Password are required to view your web site, please provide that information to Kerry Stern, Dean of Learning Resources, x5658)

Student – Instructor Contact:

Title 5 Regulations, and the California Board of Governors for the California Community Colleges, require that course quality standards are met (same as applied to traditional courses) and that regular, effective contact between the student and instructor are included in the design of the course. Please complete the following **Supplemental Information on the Methods of Instruction** and the **Course Weekly Schedule of Activities**, being as descriptive and specific as possible.

Past Training and Certification:

 x Web design workshops: (x Mt. SAC Other _____ software)

 Course management training: (Mt. SAC Other _____ System)

 x Online courses: (1 Mt. SAC Other Introduction to Online Learning, Spring 2003 Course)

 x *Date of Certification for online teaching (required): November 17, 2005

 Other experience: _____

Do you have a computer that you will use to manage this course? Yes x No _____

If yes, tell us about your computer: PC x Mac Year _____ Mt. SAC x Yours _____

What additional equipment or software do you need to manage this course most effectively?

 Computer Printer FAX Other _____

Software FrontPage

Course Management and Tools:

How will your course be delivered, managed, and maintained?

- | | |
|---|--|
| <input checked="" type="checkbox"/> FrontPage Web on Mt. SAC server | <input type="checkbox"/> Web pages on another server |
| <input type="checkbox"/> WebCT | <input checked="" type="checkbox"/> Blackboard |
| <input type="checkbox"/> eCollege | <input type="checkbox"/> Other _____ |

Instructional Design:

Some questions to consider, in the design of your course:

1. How will interaction(s) with the instructor and among the students be accomplished?

Interaction between the students and the instructor will include:

- *A mandatory orientation*
- *Online quizzes*
- *Discussion forums*
- *Announcements*
- *Assignments on current events*
- *Feedback on items submitted*
- *Office hours*
- *Phone*
- *email*

2. What will make this interaction effective?

Mandatory orientation: *There is a mandatory course orientation that all students are required to attend. The syllabus is distributed, and the course requirements are discussed in detail. The mandatory meeting is conducted in a room with computers. Students are required to access the instructors website in class. When the students have accessed the website they are instructed as to how to view the syllabus for the course. They are shown how to review announcements for the course. They are instructed that they should check the announcements page at least once per week for changes. They are instructed as to how to access the assignments page. It is emphasized that the students must check the assignments page several times a week because the assignments may change, and they need to stay current with the changing assignments. Current events that involve business law will be added to the assignments page as the events take place. The students are instructed as to how to access the discussion page to post their answers to the discussion questions. The students are required to post an answer to a discussion question while in the orientation session to make sure there is no confusion as to the posting process. The instruction they receive in the orientation session answers many student questions, and gives them experience on how they maneuver around the instructors website.*

Online quizzes: *The students are instructed on how to access the interactive publisher's website. Students are required to submit regular quizzes from the interactive publisher's website. When completed, the student submits the quiz to the publisher for grading. When graded, the publisher returns the scores to the student and to the instructor. When the instructor receives the scores on the quizzes, they are posted on the grades page of the website. The instructor will follow up with students that are having difficulties understanding the material, by phone or email. There is a quiz available for every chapter covered in the text. While not all chapter quizzes are required, the students are encouraged to take the quiz at the end of every chapter. The quizzes are an excellent review in preparation for an exam.*

Discussion forums: *Students submit their first posting at the end of the mandatory meeting. Subsequently, the students are required to submit answers to discussion questions. The instructor will post information about the discussions and announcements as necessary on the course webpage. Students will be provided feedback regularly on the discussion questions. Students interact with one another in the discussion forums and discuss issues that perhaps they would not comment on in a traditional class. As a result, they are often more involved than they perhaps would be in a traditional class. The discussions quite often involve current events that occur during the course of the semester. It requires the students to research and discuss materials that are often not found in the text.*

Announcements: *The instructor will post announcements as to information needed by the students and current events that arise during the course of the semester. The subject is constantly changing and developing. Students are encouraged to regularly check the announcements page, where the instructor will post assignments for the students to read and research. It requires the students to draft a short opinion paper and submit the paper next following week. When received and graded, the instructor will reply to the students through email.*

Assignments on current events: *In addition to the discussion questions, students are required to respond in a short email on current issues as they arise. The assignments inform students of changing laws and relevant issues. When received and graded, the instructor will contact the student by email to follow-up on the issue.*

Feedback on items submitted: *The instructor provides feedback on the discussion questions and assignments. Grades are posted on the website.*

Office hours: *The instructor maintains regular hours and is available at other times by mutual agreement.*

Phone: *The instructor will respond to voice mails from students.*

Email: *The instructor responds to emails promptly.*

3. What problems do you expect to encounter with these interactions?

The instructor stresses to the students that taking an online class does not mean that they do not have to prepare and study simply because they are not in class. An online class requires constant participation and preparation. Some may not have the technical skills necessary to complete the class. Some have family problems or emergencies that may take them away from their studies. Some simply procrastinate. In addition, there may be technical problems, such as computer failure, postings not posting, or even the server may be down. Students are encouraged to contact the instructor. Students are encouraged to get technical help. If they have emergencies they must contact the instructor. If students are having technical problems, an announcement will be posted advising all students as to the problem.

4. How will you enhance student learning through the use of the Internet?

There are a considerable number of legal websites that the students can access. There are links to numerous websites that can be found on the instructor's website. The links will direct the students to specific areas for research on assignments for the course. These links will allow access to any number of legal issues. Students can use the links for the research in the class and for preparation of their papers. They can also use the links to research other relevant issues they have a personal interest in exploring. Since the internet may be accessed at any time, the students structure their time around work, family

and other commitments. Students are required to submit online quizzes on a regular basis. Students are not required to submit a quiz for every chapter, but they are encouraged to take the online quiz for every chapter. The quizzes are a good recap of the chapters, and are excellent preparation for the exams. Discussion questions often involve current issues that are perhaps not covered in the text. Additional material may be current events, or a more in-depth review of an important subject. Students are required to research the issue on the internet and respond to the question.

5. How will you handle assessments (exams, quizzes, etc.)?

All exams are taken in the Learning Assistance Center. An announcement is placed on the instructor's website prior to each exam directing the student as to the time to take the exam. The students are given one week to take the exam so they can arrange a time for the exam that fits their schedule. The exams are available for review with the students. The quizzes are located on the publisher's website. Once the quiz is completed, the student will submit the score to the instructor. The student and the instructor are advised as to which questions the students have missed. The student and the instructor are able to recognize problem areas and review the topics. The instructor will contact the students by email with feedback on the exams and quizzes. In addition an exam key is posted on the website instructing the students as to where to locate the answers to the exam questions in the text. The students are encouraged to contact the instructor should they have any questions or concerns.

6. How will you handle students who need more attention?

Online students quite often need more attention. Most often it is simply information that they need in the beginning of the course to help them get started. Many have not had an online course, and need help initially to understand the procedures involved in an online course. The instructor will make sure that the students know that the instructor is available via email, phone, or in person. The instructor will frequently contact students that tend to get behind in the course, and encourage to keep up with the assignments or the course may become overwhelming. The instructor's contact information and office hours are repeated often on their website. The instructor makes it clear that a mutually agreeable time to meet can be arranged if the designated office hours are not convenient.

7. How do you plan to evaluate the effectiveness of this course?

The retention rate of online courses is a major concern. It appears that online students fall in to two categories. Some are extremely motivated and others tend to get behind in the work. This difference is stressed in the mandatory meeting prior to the beginning of the course. The instructor will frequently contact students that tend to get behind in the course, and encourage them to keep up with the assignments or the course may become overwhelming. The instructor will regularly solicit student feedback as to what they feel would improve the course. The instructor will modify the course in an effort to improve effectiveness. The structure of the course will be amended to reflect changing technology and better methods of communication of the issues.

8. How do you plan to provide "alternate media" for students with disabilities?

The Instructor's website is very simple and does not require accessing video or audio clips. There is only one picture, and it has an alt-tag. Graphs and other forms of media presentation are not necessary for the course and, as such, are not part of my website. The instructor has had visually impaired and hearing impaired students in online classes and they have had no problem with the course. The instructor will allow extra time to take exams when necessary, and work with DSPS when needed.

Mt. SAC Student Resources:

What campus resources will you or your students need for this Distance Learning course?

SOLAR: Skills for Online Learning – Assessment of Readiness
(<http://elearn.mtsac.edu/olsc/readiness>)

Learning Resources (Library – <http://library.mtsac.edu>)

LTC/Learning Assistance Center (tutoring – <http://ts.mtsac.edu>)

Placement/Assessments (English, Math, Chemistry, etc.)

DSP & S accessibility adaptation

Other _____

Future Support and Certification Needed:

What additional training or technical support will be needed to create this Distance Learning course?

Hardware and software as technology develops. _____

To start the certification process for online teaching, contact the Online Learning Faculty Mentor at x6614.

Supplemental Information on the Methods of Instruction in a Distance Learning Course

Please use the table below to describe each method of instruction/learning that is to be used in this Distance Learning course. Use a unique abbreviation for each method listed, that later can be placed in the **Course Weekly Schedule of Activities** (following this table). Provide a detailed description of each method or activity, and clearly explain how a student will use this method. Also, indicate whether this activity is an active or passive learning method for the student. An example is provided. **This information will become a part of the official course information, so include all methods that may be used.**

Abbreviation	Detailed description of method/activity	Active or Passive? (A or P)
DF	Discussion Forum – Questions from the instructor will be posted in a Discussion Forum in the course web site. Students will be directed in their weekly schedule of activities in the course web site to the Discussion Forum questions, where there will be instructions for creating and posting an original message and a reply to at least one other student's original posting. Instructions will include the suggested topic(s), research and reflection required before posting the original message, expected length of message, posting deadline, amount of credit for the posting, and instructions regarding late or missed postings.	A
Q	Quizzes - Quizzes are available at the publisher's website. The syllabus has a link to the website. There are quizzes for every chapter. The quizzes consist of multiple choice questions and are similar to the questions on the exams. The students answer the questions and submit them for review and grading. They are provided with immediate feedback as to the correct answer and an explanation as to why the answer is correct. Students are required to submit selected quizzes to the instructor. Once the quizzes are graded, the students are told which questions were answered incorrectly, and where to find the correct answer in the text.	A
X	Exams - The schedule for exams is posted in the syllabus. Additional information regarding the exams is posted on the announcement page and the assignments page of my website. The exams are multiple choice and true/false. There may be a short answer essay on some exams. Some exams may be open book due to the nature of the material being covered in a particular section. Students will be informed as to whether the test is open or closed book via the announcements page of the website. All exams are taken in the Learning Assistance Center. The students will have a week to arrange a time for the exam that best fits their particular schedule.	A
A	Assignments - Various assignments are given during the course of the semester. The assignments are posted on the assignments page of the instructor's website. The assignments generally represent a current event or a major legal decision that is relevant to the materials covered in the course. For example, past assignments included researching and commenting on the Martha Stewart conviction under Rule 10B-5 of the Securities and Exchange Act. Another was to draft Articles of Incorporation. The assignments are posted on the instructors' website, with instructions as to how to prepare the assignments. The students are required to submit their assignments to the campus email of the instructor. The instructor will then review and evaluate the submittal, and reply to the students email.	A
O	Orientation - Students are required to attend the mandatory orientation session. The orientation is held in a computer classroom. The syllabus is reviewed and the students are asked to sign on individually to the course website. The students are instructed as to how to post an answer to a discussion question, and how to respond to a previous posting. The students are asked to post an introductory comment to assure that they understand how to post. We then go through how sign on to the publisher's website. The features of the website are outlined including how to take the interactive quizzes.	A

Abbreviation	Detailed description of method/activity	Active or Passive? (A or P)
I	Instructor Contact- Students are encouraged to contact the instructor at any time if they are clear as to required class assignments. Students may contact me by email, voice mail, or by visiting me during my office hours. My office hours are posted in the syllabus, as well as my campus email address, and my voice mail number. If students cannot meet with me during a scheduled office hour, we can set up a mutually acceptable time to meet.	A
R	Reading- Students read the textbook according to the schedule in the syllabus. The readings may change from time to time. The class website will reflect any modifications to the reading schedule. Students will be asked to respond in a discussion forum and feedback from the instructor will be posted.	P
L	Lecture- Students may supplement their reading by viewing the PowerPoint slides that are on the publisher's website. Other materials are contained in the publisher's CD that accompanies the textbook, including the study guide, chapter outlines mini-videos, and practice tests. The instructor will work with the students and with DSPS to accommodate students with special needs.	P
V	Videos- There is a series of videos that supplement the textbook located in the Media Services Center in the Library. The videos are close-captioned. Students are encouraged to utilize the videos to increase their understanding in particular areas. The instructor will work with the students and with DSPS to accommodate students with special needs.	P
AN	Announcements- Students are required to check the Announcements page on my website at least once per week. The announcements page will include updates as to assignments, papers, exams, and schedule of materials being presented.	P

Course Weekly Schedule of Activities

Enter the information from ICCIS, the traditional method of course content delivery, and the abbreviations used from the above table on the DL course delivery in the appropriate box below. Estimate a student's time on task expected for each activity listed.

Week	Topic(s) Covered (matches ICCIS)	Traditional Course	DL Course	Estimated time on task (hrs)
1	Function and Creation of Negotiable Instruments	Reading textbook, lecture, class discussion	R, DF, Q, AN, I, O	R: 3 Hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour O: 1.5 hours
2	Transferability and Holder in Due Course	Reading Textbook, lecture, class discussion	R, DF, Q, AN, I	R: 3 Hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour
3	Liability, Defenses and Discharge	Reading textbook, lecture, class discussion	R,DF, Q, AN,I	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour
4	Checks, the Banking System and E-Money	Reading textbook, lecture, class discussion EXAM 1	R, DF, Q, AN, I, A, X	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour A: 2 hours
5	Bankruptcy Law	Reading textbook, lecture, class discussion	R, DF, Q, AN, I	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour

Course Weekly Schedule of Activities

Enter the information from ICCIS, the traditional method of course content delivery, and the abbreviations used from the above table on the DL course delivery in the appropriate box below. Estimate a student's time on task expected for each activity listed.

Week	Topic(s) Covered (matches ICCIS)	Traditional Course	DL Course	Estimated time on task (hrs)
6	Agency Formation and Duties	Reading textbook, lecture, class discussion	R, DF, Q, AN, I	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour
7	Liability to Third Parties and Termination	Reading textbook, lecture, class discussion, PAPER	R, DF, Q, AN, I	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour
8	Employment and Labor Law	Reading textbook, lecture, class discussion	R, DF, Q, AN, I, X	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour X: 2 hours
9	Employment Discrimination	Reading textbook, lecture, class discussion EXAM 2	R, DF, Q, AN, I, A, X	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour A: 2 hours
10	Sole Proprietorships and Franchises	Reading textbook, lecture, class discussion	R, DF, Q, AN, I	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour

Course Weekly Schedule of Activities

Enter the information from ICCIS, the traditional method of course content delivery, and the abbreviations used from the above table on the DL course delivery in the appropriate box below. Estimate a student's time on task expected for each activity listed.

Week	Topic(s) Covered (matches ICCIS)	Traditional Course	DL Course	Estimated time on task (hrs)
11	Partnerships and Limited Liability Partnerships Limited Liability Companies and Special Business Forms	Reading textbook, lecture, class discussion	R, DF, Q, AN, I	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour
12	Corporations: Formation and Financing Directors, Officers, and Shareholders Mergers Consolidation and Termination	Reading textbook, lecture, class discussion, EXAM 3, PAPER	R, DF, Q, AN, I, A, X	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour A: 2 hours
13	Securities Law and Corporate Governance Administrative Law Consumer Law	Reading textbook, lecture, class discussion	R, DF, Q, AN, I, V	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour V: 1 hour
14	Environmental Law	Reading textbook, lecture, class discussion	R, DF, Q, AN, I, V	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour V: 2 hours
15	Antitrust	Reading textbook, lecture, class discussion, EXAM 4	R, DF, Q, AN, I, V, X	R: 3 hours DF: 1 hour Q: 1 hour AN: .5 hour I: .5 hour V: 1 hour

Course Weekly Schedule of Activities

Enter the information from ICCIS, the traditional method of course content delivery, and the abbreviations used from the above table on the DL course delivery in the appropriate box below. Estimate a student's time on task expected for each activity listed.

Week	Topic(s) Covered (matches ICCIS)	Traditional Course	DL Course	Estimated time on task (hrs)
16	Final Exam	Reading textbook, Final Exam	R, AN, I, X	R: 6 hours AN: .5 hour I: .5 hour X: 2.5 hours

DISTANCE LEARNING COURSE AMENDMENT FORM

Verification of Process

The following steps must be signed and approved in this order.

1. Distance Learning Team (faculty from Distance Learning Committee / OLFM)

Date: _____

Signature: _____

Recommendations: _____

2. Presentation to Department

Department: Approval _____ Denial _____ Date _____

Signature(s) _____

Recommendations: _____

3. Division: Approval _____ Denial _____ Date _____

Div. Dean Signature _____

Reason for denial _____

4. Educational Design Cmte: Approval _____ Denial _____ Date _____

EDC Co-Chair Signature _____

Reason for denial _____

5. Date Received in Instruction Office: _____