



# 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.

Imperial Valley College offers coursework via correspondence to currently incarcerated students, heretofore referred to as “student-inmates”.

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 CDCR Educational Staff and the associated facility’s internal process for inmate identification.
  - Admission and Registration procedures are consistent with our face-to-face education classes that are used to verify student-inmate identity
  - Onsite student-inmate authentication procedures will vary by correctional facility
  - Correctional Officers, in collaboration with CDCR Educational Staff, 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.
  - A “touchpoint” is a dissemination of instructional materials
  - For each “touchpoint”, instructors will send (via the IVC Restorative Justice Staff) the CDCR Educational Staff (currently titled “Prison Advanced Education and Continuous Learning Teachers” in Imperial County) instructional materials which will include lecture materials to cover course content and assignments/assessments to check for understanding
  - Instructors must have at least four (4) touchpoints with their students each semester.  
For full-term (16-week) classes:
    - Touchpoint #1 will be no later than the Friday of week 1;
    - Touchpoint #2 will be the Friday of week 4;
    - Touchpoint #3 will be the Friday of week 8; and
    - Touchpoint #4 will be the Monday of week #12
    - The instructor may include a touchpoint #5 on the Friday of week 14 if the instructor desires to provide a final exam/project/assignment.
    - Any additional optional touchpoints within the semester may be arranged with the IVC Restorative Justice Staff.

For any short-term classes:

- Touchpoint #1 will be no later than 6% of the class term;
  - Touchpoint #2 will be at 25% of the class term;
  - Touchpoint #3 will be at 50% of the class term; and
  - Touchpoint #4 will be at 75% of the class term
  - The instructor may include a touchpoint #5 at 90% of the class term if the instructor desires to provide a final exam/project/assignment.
  - Any additional optional touchpoints within the semester may be arranged with the IVC Restorative Justice Staff.
- Each touchpoint of the required four (4) touchpoints will cover approximately one quarter of the curriculum as detailed in the Course Outline of Record (COR); if additional touchpoints are arranged, then the instructor will adequately arrange the timing to allow adequate timing for the exchange of instructional materials and collection of completed assignments
  - Touchpoints #2, 3, and 4 should include a grade progress report that illustrates to the student-inmate their current class grade and progression in completing the class assessments
  - When needed, the instructor will directly make requests for printed materials to reprographics at least 5 days prior to a touchpoint and copy the IVC Restorative Justice Staff; the IVC Restorative Justice Staff person will then pick up the materials directly from reprographics for distribution at the next touchpoint
  - The IVC Restorative Justice Staff will distribute instructional materials to the prison/jail facilities housing the enrolled student-inmates within one week of receipt from the instructor/reprographics
  - The CDCR Educational Staff will receive the instructional materials from the IVC Restorative Justice Staff
  - The CDCR Educational Staff will distribute and collect work by course section and student-inmate
  - The IVC Restorative Justice Staff will provide CDCR Educational Staff with paper, pencils, folders (or similar) for student-inmates to use in their course, upon request
  - OTHER: \_\_\_\_\_

3. In Correspondence Education, by definition, there is limited interaction between instructor and students and, beyond the required touchpoints, 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 sends letters/Student Interaction Form (*see attached sample*) identifying any questions he/she/they may have with the academic work associated with the course in which they are enrolled
- The student-inmate mails the letter directly to the IVC Restorative Justice Staff
- The IVC Restorative Justice Staff communicates with the instructor via email
- The instructor answers posed question(s) and/or gives feedback to initiated response to the IVC Restorative Justice Staff
- The IVC Restorative Justice Staff includes the instructor feedback/answers to the student-inmate in the next touchpoint material distribution or directly by mail to the student-inmate when a touchpoint distribution is not imminent
- When a student-inmate does initiate contact, a response by the next date of the next touchpoint

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)
- Students are expected to complete the hours of study consistent with the hours stated in the Course Outline of Record
- Opportunities for student self-assessment will be provided at the end of each touchpoint, as formative assessments

5. OTHER: 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 IVC Restorative Justice Staff 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): copy, printing, scanning, word processing
- Student Support Services (please describe): counseling, financial aid, library services, disabled students program

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 Imperial Valley College 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

# ENGL 110 Correspondence Course Student-Instructor Interaction Form

*The correspondence courses do not allow for face-to-face interaction, so please use this form to discuss this course with your instructor.*

**Student Name (PLEASE PRINT):** \_\_\_\_\_

**State any questions, comments, or concerns about any of the assignments for this course.**

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**I am requesting assistance or information on the following:**

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**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Comment:**

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**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_