

Distance Education Addendum Language for Incarcerated Student Program (ISP) Courses

Need/Justification

Offering the course in correspondence mode allows FRC to deliver course materials to students at various prisons where other delivery modalities are not permitted or available.

Fostering and Maintaining Student Engagement

Students have effective and regular contact with their instructors through assignment submission and written feedback on assignments every two weeks, and on midterm and final examinations. Students correspond with instructors regarding course related issues or questions using the provided Instructor Office Hour.

In addition to course packets, students receive:

- Incarcerated Student Program Handbook to provide information about the Program's mission, purpose, background, curriculum, faculty and staff, advisement, registration, and other ISP policies, and prison locations to students, instructors, and prison education officials.
- A Student Education Plan that aligns with advising guidelines and criteria.
- A triplicate Instructor Student Communication form to handle issues that remain unresolved (Copies of the form are sent to the instructor, Dean of Instruction, and Assistant Dean of Instruction).
- An Office Hour form allowing students to raise issues through correspondence that would typically be accomplished during instructor's on campus office hours.
- An Assignment Sheet form to prevent delivery mix-ups.
- Incarcerated Student Proctor Agreement form to formalize the on-site proctoring arrangements with the objective of reducing plagiarism.

Course Quality

The course will uphold and maintain the rigor required for study in the discipline. Assignments will align with the course student learning outcomes. This consistency ensures the maintenance of college-level standards as well as college-wide, program, and course-level SLOs. Course materials are periodically reviewed by lead-faculty in the program and the ISP administrative staff. The ISP curriculum review faculty also systematically reviews courses and works with instructors on course revisions.

- All ISP courses are formatted into seven learning modules. Assignments are typically due every two weeks.
- In addition to readings from a course textbook, modules include course and lecture notes meant to replicate content provided in a face-to-face section of the course.
- The ISP Office works with instructors to provide supplemental course material to students as needed or requested.

Student Identity Verification

All ISP students complete and sign a Registration Application in front of a California Department of Corrections and Rehabilitation education coordinator who sends the application to FRC's ISP Office for processing and delivery to the Admissions and Records Office. Course assignments and exams are updated every semester to minimize the potential for plagiarism, and midterm and final exams are proctored.

SLO Assessment

All ISP courses follow assessment guidelines on individual Title 5 Course Outlines. In addition to instructor created assignments, pre- and post- questionnaires may be used for students to reflect on their learning and achievement of the course SLOs. Grades are recorded by the instructor, calculated at the end of the term, and official transcripts are sent to students at the end of each semester.

Like other FRC courses, ISP instructors use the early alert system to identify students struggling in the course. Students receive progress reports half way through the semester.

Accommodating Students with Disabilities

In coordination with prison educational staff, FRC's Disability Support Program for Students offers support to students with temporary or permanent disabilities.

Additional Resources

The ISP Office coordinates with prison sites and educational staff, students, and FRC instructors to supply material and resources as needed.