OCC DE Addendum Rubric

Category	Requirement	Frequency (examples)	Complete
Need Justification	States a specific need related to student success and/or access.		
Delivery Methods	One or more options (Hybrid, Live Interactive 2-way, or Online) must be selected. A single addendum can facilitate multiple modalities.		
Instructor-Student Contact	Delivery mechanism: For example: *The course will be taught using the learning management system (LMS) adopted by OCC.* Avoidance of language using a particular LMS is recommended so the addendum need not be modified in the event of a campus LMS change. If addendum is only for Interactive 2-way then this section should also include method of delivery for live lecture.		
	DE Courses are considered the "virtual equivalent" to face to face courses. Therefore, the frequency of the contact will be at least the same as would be established in a regular, face to face course.		
	Regular & Substantive Interaction: Should include frequency and method of instructor to student and student to student interaction. Should include regular communication between instructor and student, including methods and minimum **frequency**.		
	Instructor / Student Interaction (Must include multiple methods). A minimum of two methods: Instructor initiated • Announcements/Bulletin Boards: Weekly • Scheduled Face-to-Face Meetings: During office hours (4 hours per week) or by appointment • Telephone: During office hours • Exam with instructor feedback or rubric • Assignment with instructor feedback or rubric • Discussions with instructor participation	Weekly 4 times during semester As needed 3 times/semester 5 times/semester 4 times/semester	
	Should include regular interaction between students, including methods. For example: • Discussion boards where students reply to a prompt and comment on each other's posts • Online live chat sessions • Group assignments • Peer review of another student's work • Video conferencing		
Accommodations for students with disabilities	Should include a statement on ADA compliance. Recommended inclusion of working with student services to ensure student success.		