***rev. F16***

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| **ORIGINATOR:** |  | **DATE:** |  |
| **COURSE NAME & NUMBER:** |  | **COURSE TITLE:** |  |
| 1. **Complete Distance Education Tab in META**
2. **Complete Instructor/Student Contact tab in META**
3. **Complete the below supplemental information on this form**
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| * **Important: distance education courses are considered the virtual equivalent to face to face courses**
* **All lecture/lab/studio/activity hours, indicated in the “Hours/Units” tab, must be fulfilled through online instruction and activities.**
* **This DE Supplement Form will be evaluated by the curriculum committee against the existing Course Outline of Record (COR) housed in META.**
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| **Methods of Instruction:** |
| 1. Describe below how each method of instruction (as indicated in “Method of Instruction” tab) will be adapted for online delivery.
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| 1. Describe any additional methods of instruction used in DE sections of this course.
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| **Student Assessment:** |
| 1. Describe how each evaluation method (as indicated in “Student Assessment” tab) will be adapted for DE sections of this course.
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| 1. Describe any additional evaluation methods used in DE sections of this course.
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| **Assignments**: |
| 1. Describe how each out of class assignment (as indicated in “Assignments” tab) will be adapted for online work and submission.
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| 1. Describe any additional out of class assignments used in DE sections of this course.
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| **Upload completed supplemental document in META in “Attached Files” Tab.****Questions: contact Curriculum Committee Co-Chairs Pinar Alscher** **palscher@peralta.edu** **Heather Sisneros** **hsisneros@peralta.edu** |