# DSPS 315: DSPS TRANSITION TO COLLEGE

**Originator**
parodriguez

**Co-Contributor(s)**

| Name(s) |
| --- |
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**Justification / Rationale**
College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. In line with the mission of the college, students with disabilities will have opportunities to access and support, including specialized classes, to create equity, inclusion, and diversity within the college. This specific course will support incoming college students with the skills they will need to navigate college systems, technical skills, and development of self-advocacy as an adult with a disability.

**Effective Term**
Fall 2022

**Credit Status**
Noncredit

**Subject**
DSPS - Disabled Students

**Course Number**
315

**Full Course Title**
DSPS Transition to College

**Short Title**
DSPS TRANSITION

**Discipline**

| Disciplines List |
| --- |
| Disabled Student Programs and Services (DSPS) |

**Modality**
Face-to-Face
100% Online
Hybrid

**Catalog Description**

This course is designed to support new college students with disabilities. The course covers several important skills required to succeed in the college environment. Some of these include navigating college systems, technology skills for college, and self-advocacy.

**Schedule Description**

This course is designed to support new college students with disabilities master the skills required to be a successful college student. Some of the topics include basic college technology skills, navigating the college systems, self-advocacy, and resources for success.

**Non-credit Hours**
42

**Lecture Units**
0

**In-class Hours**
42

**Out-of-class Hours**
0

**Total Course Units**
0

**Total Semester Hours**
42

**Override Description**
Non-credit

## Required Text and Other Instructional Materials
**Resource Type**
Book (Recommended)
**Open Educational Resource**
Yes

**Author**
Alise Lamoreaux

**Title**
A Different Road to College

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**For Text greater than five years old, list rationale:**
N/A

**Class Size Maximum**
15

**Entrance Skills**
None

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**Course Content**
1. Self-Advocacy
    a. Being a part of Disabled Students Programs and Services
    b. Qualified student with a disability, disability verification
    c. Student's responsibilities
    d. Faculty notification letters
    e. Test proctoring
2. College Support Services
    a. Financial Aid
    b. Student Health and Wellness Center
    c. Using the Tutoring and Academic Skills Center (TASC)
    d. Special programs and services
3. Canvas
    a. Canvas navigation
    b. Discussion boards
    c. Modules, assignments, quizzes, and grades
    d. Downloading and uploading
    e. Online etiquette and communication with instructors and other students
4. Zoom

    a. Using Zoom for synchronous classes
    b. Using your camera and microphone
    c. Using Zoom chat
    d. Zoom recorded lectures
    e. Zoom etiquette
5. Webadvisor
    a. Registration date
    b. Registering for classes
    c. Dropping classes
    d. Checking Financial Aid information
6. Email
    a. COD Email
    b. Email etiquette
    c. How to attach a file
    d. Email organization (linking school with personal)
    e. Communicating with instructors, counselors, and other college personnel
7. Technology Skills
    a. Adobe
    b. Speech to text software
    c. Smart pens
    d. Text to speech software
    e. Library data resources

## Course Objectives

|  | **Objectives** |
| --- | --- |
| Objective 1 | Demonstrate appropriate college student self-advocacy skills such as communicating with instructors, and various student service offices. |
| Objective 2 | Demonstrate required college technology skills including use of Canvas, Zoom, Webadvisor and student Email. |
| Objective 3 | Demonstrate knowledge of various assistive technologies provided through the DSPS High Tech Center such as screen reading software and audio recording software. |
| Objective 4 | Describe various campus resources such as Student Health and Wellness, Tutoring and Academic Skills Center, Financial Aid Office, Admissions and Records Office, and how to access them. |

## Student Learning Outcomes

|  | **Upon satisfactory completion of this course, students will be able to:** |
| --- | --- |
| Outcome 1 | Apply self-advocacy skills. |
| Outcome 2 | Practice college level technology skills. |
| Outcome 3 | Employ critical thinking skills and utilize campus resources to problem-solve. |

## Methods of Instruction

| Method | Please provide a description or examples of how each instructional method will be used in this course. |
| --- | --- |
| Lecture | Lecture on topics such as self-advocacy, technology, and college resources |
| Discussion | Discussion on appropriate use of technology, communicating with faculty, Email and Zoom etiquette |
| Participation | Participation in small group and class activities to support learning objectives |
| Demonstration, Repetition/Practice | Creating and analyzing electronic communications, Practicing Zoom etiquette, demonstrating knowledge of college-related technology skills, demonstration and practice of self-advocacy skills |

**Methods of Evaluation**

| Method | Please provide a description or examples of how each evaluation method will be used in this course. | Type of Assignment |
|---|---|---|
| Group activity participation/observation | Drafting an email to a professor | In Class Only |
| Presentations/student demonstration observations | Presentation of college resources | In Class Only |
| Presentations/student demonstration observations | Demonstrating navigation of Canvas | In Class Only |
| Tests/Quizzes/Examinations | Exams and Quizzes will measure acquisition college technology and self-advocacy skills | In Class Only |

**Assignments**

**Other In-class Assignments**
None

**Other Out-of-class Assignments**
None

**Grade Methods**
Pass/No Pass Only

# Distance Education Checklist

**Include the percentage of online and on-campus instruction you anticipate.**

**Online %**
50%
**On-campus %**
50%

# Instructional Materials and Resources

**If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?**
We will not be using any other technologies other than the college LMS.

# Effective Student/Faculty Contact

**Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?**

**Within Course Management System:**
Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Weekly announcements

**For hybrid courses:**
Library workshops
Scheduled Face-to-Face group or individual meetings

**Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.**
Discussion forums will be used weekly for instructor/students to cover class topics, weekly quizzes will measure student learning, instructor will communicate individually with students via LMS private email messages regarding progress, instructor will meet with students virtually or in person regarding student progress and participation, weekly announcements will be posted on LMS covering weekly topics, updates, and assignments.

## Other Information

**Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.**

All course topics can be covered in either an in-person, hybrid, or online format. An online only format would require student readings, media, discucssions, assignments, presentations, quizzes, and exams.

## MIS Course Data

**CIP Code**
35.0199 - Interpersonal Social Skills, Other.

**TOP Code**
493031 - Living Skills, Handicapped

**SAM Code**
E - Non-Occupational

**Basic Skills Status**
Not Basic Skills

**Prior College Level**
Not applicable

**Cooperative Work Experience**
Not a Coop Course

**Course Classification Status**
Non-Enhanced Funding

**Approved Special Class**
Approved for special class for students with disabilities

**Noncredit Category**
Substantially Disable

**Funding Agency Category**
Not Applicable

**Program Status**
Stand-alone

**Transfer Status**
Not transferable

**General Education Status**
Y = Not applicable

**Support Course Status**
N = Course is not a support course

**Allow Audit**
No

**Repeatability**
Yes

**Repeatability Limit**
NC

**Repeat Type**
Noncredit

**Justification**

Students with disabilities may need to repeat this class several times to acquire these skills completely.

**Materials Fee**

No

**Additional Fees?**

No

## Files Uploaded

**Attach relevant documents (example: Advisory Committee or Department Minutes)**

DSPS 315 Department Meeting Minutes 05-10-21.docx
DSPS 315 New Non-Credit Technology class notes.docx

## Approvals

**Curriculum Committee Approval Date**

10/05/2021

**Academic Senate Approval Date**

10/28/2021

**Board of Trustees Approval Date**

11/11/2021

**Chancellor's Office Approval Date**

11/19/2021

**Course Control Number**

CCC000627388