

DISTANCE LEARNING PLAN FOR CORNERSTONES CAREER LEARNING CENTER

Cornerstones Career Learning Center intends to implement a distance learning program for select students who are participating in the Adult Education and Literacy Program. A classroom setup entitled "Distance Learning – *location*" will be created in Laces for each of Cornerstones sites participating in this project.

Distance Learning Oversight

Becki Lemke, Huron office, will be the lead Distance Learning Teacher in charge of the project and the Huron Site.

Doris Patten will be responsible for daily activities of student in Aberdeen and Mobridge.

Beth Schneider will be responsible for daily activities of students from the Mitchell office.

Anna West will be responsible for daily activities of students from the Eagle Butte office.

Learner Eligibility

Program eligibility for learners will be based on:

- Obstacles to attending class
- Completing a distance learning application and plan
- Readily available internet access

Curricula

The online curriculum provided through SkillsTutor along with KeyTrain will provide the initial curricula. These web-based programs utilize the Clock Time Model to assign proxy hours. Cornerstones continues to seek other methods of delivering approved curricula but will start with the national/state approved Internet curricula listed.

Program Description

Cornerstones distance learning program is a blended distance and classroom based project. Teachers support distance learners through communication via mail, telephone, email, and online technologies and software.

- Teachers will make a minimum of one direct personal contact each week with each distance learner. This contact can be via phone, email, face-to-face, or computer conferencing.
- Students will complete a student tracker timesheet and submit the information weekly to their instructor via email. This is a student time management tool and will not be used to track actual instructional time for Laces. The student tracker timesheet will include:
 - Hours studied
 - Subject studied
 - Websites used for instruction
 - Other assignments as requested/required by the instructor

Students must receive their orientation, intake, initial assessment, orientation for both AEL and Distance Learning, and goal setting through face-to-face interaction with a trained Adult Education teacher.

- This will constitute the first 12 hours of student instruction.

Students may attend both classroom and distant learning instruction.

- Each set of hours will be tracked separately in Laces.
- At the end of the year if 51% of a student's time is at a distance, they are a Distant Learner and shall be noted as such in Laces.

Students will complete the same assessments as classroom learners and all assessments must be proctored by AEL staff in a face-to-face environment.

- TABE for ABE and ASE – complete assessment at orientation followed by a second assessment between 60 hours and no later than 75 hours of instruction. Any additional assessments within the fiscal year will be at the teachers' professional judgment.
- BEST Plus and BEST Literacy for ESL - complete assessment at orientation followed by a second assessment after 60 hours of instruction before they can continue their online learning. Any additional assessments within the fiscal year will be at the teachers' professional judgment.

On average, each distance learner will complete a minimum of 7 hours of instruction a week unless otherwise noted in their individualized distance learning plan.

On average, each distance learner will be retained for two to three months and will achieve an educational gain after post-testing.