

## NORTHWEST MICHIGAN WORKS! ADULT EDUCATION DISTANCE LEARNING STUDENT TEACHER CONTRACT

### Student

**I have:**

**Circle answer below:**

A computer in good working order. Yes No

An e-mail address. Yes No

Access to the Internet. Yes No

**I can:**

Download attachments. Yes No

Use a computer easily. Yes No

Use e-mail. Yes No

**I will:**

Check my e-mail from my instructor.

Complete a minimum of \_\_\_\_\_ hours per week. (No less than 4 hours)

Attend the Learning Lab a minimum of once month.

Respond to my instructor's questions and suggestions promptly either through e-mail, chat, or other appropriate methods-

Complete all required software testing at the Learning Lab.

Complete any required post testing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distance Learning Teacher Signatures: \_\_\_\_\_

*One copy provided to student in their student work folder and one copy placed in the Student Administrative Folder.*

### Teacher will:

Check for student work at least two times per week.

Provide students with availability.

Contact student by e-mail or by telephone/text/chat on a regular basis.

Review student's work and send comments and suggestions.

Reply to student e-mail as soon as possible.

Notify student when they are ready to receive credit for a course.

Provide student with additional learning opportunities when needed.

Provide students who complete their program of study with information on Post-Secondary programs and training.

**NORTHWEST MICHIGAN WORKS! ADULT EDUCATION  
DISTANCE LEARNING ORIENTATION CHECKLIST**

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Viewed the DL Orientation Video.
  
  - Read the “Is Distance Learning for Me?” handout.
  
  - Completed the Student Teacher Distance Learning Contract.  
(One copy to student in folder, one in Student Admin folder).
  
  - Demonstrate Computer Competencies such as:
    - Email (receiving/sending/opening/sending an attachment)
    - Word Processing
    - Use of Google Hangouts.
  
  - Demonstrated the ability to navigate the Learning Lab Kiosk site.
  
  - Received an overview of the assigned software.
  
  - Demonstrated ability to navigate within the software program.
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