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.

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.

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.
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.