Related Instruction Checklist

Related Instruction Requirement

Programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted, must contain related instruction courses.

Purpose of Checklist

The Related Instruction Review Team will use this checklist to assist in determining if courses meet the criteria needed to be certified as a related instruction course. Each related instruction area has its own set of criteria that must be met for certification to be granted.

Instructions for Review Team

Review the related instruction submission form to ensure that all criteria are addressed. If all criteria are met within one area, the course meets the requirements for related instruction certification within that area.

Useful References:

- "College-Level" is defined by each area.
- SLO: Student Learning Outcome
- RIO: Related Instruction Outcome

Related Instruction Area Criteria

Communication

- ✓ College-Level Writing Course
- ✓ Minimum of 3 credits
- ✓ The course provides students with the effective written communication skills necessary for success in a field in which a degree or certificate is offered.
- ✓ Course SLOs are effectively aligned to the RIO, not all SLOs must be represented to achieve alignment:

  Upon successful completion of this course, students should be able to read actively, think critically, and write purposefully and capably for professional audiences.
- ✓ The assessment tools provided reflect the concepts or knowledge targeted in the related instruction outcome.

Computation

- ✓ College-Level Course
- ✓ Minimum of 3 credits

Related Instruction Checklist

- ✓ The course provides students with sufficient mathematical skills and knowledge for success in a field in which a degree or certificate is offered.
- ✓ Course SLOs are effectively aligned to the RIO, not all SLOs must be represented to achieve alignment:
  Upon successful completion of this course, students should be able to use appropriate mathematics to solve problems.
- ✓ The assessment tools provided reflect the concepts or knowledge targeted in the related instruction outcome.

Human Relations

- ✓ College-Level Course
- ✓ Minimum of 3 credits
- ✓ The course covers interpersonal relationships and human relation skills in social and/or work contexts.
- ✓ Course SLOs are effectively aligned to the RIO, not all SLOs must be represented to achieve alignment:
  Upon successful completion of this course, students should be able to engage in ethical communication processes that accomplish goals.
- ✓ The assessment tools provided reflect the concepts or knowledge targeted in the related instruction outcome.