



Rio Hondo College, in response to the **Guidelines for Good Practice: Effective Instructor-Student Contact in Distance Learning (1999)** as developed by the Academic Senate for California Community Colleges encourages the use of these principles to help ensure the quality, integrity, and effectiveness of distance learning.

Instructor Name:

Course Name(s):

Department:

Per Title V Guidelines, regular and substantive interaction between student and instructor is required. Syllabi must describe mandatory regular substantive interaction between students and instructors. Instructors must regularly initiate interaction with their students.

The Distance Education Committee has identified the following methods:

Regular Announcements: Faculty should make general announcements to the students in their distance education classes on a regular basis, whether by the announcement area in the Learning Management System or via e-mails to the entire class. The suggested frequency is a minimum of **one announcement** per week. Moreover, faculty should include a general announcement by the first day of class orienting students and including, at a minimum, course expectations and contact information.

Establishing Expectations: Faculty should include in their syllabus or course orientation a description of the frequency and timeliness of instructor-initiated contact and feedback, as well as expectations for student participation. This should include the timeframe for responding to e-mails and phone calls, the timeframe for receiving feedback on student work, the timeframe for submission of assignments, and the quantity of discussion board postings required by the student.

Faculty-Initiated Interaction: Faculty should regularly initiate interaction with students to determine that they have access to the course materials, that they understand the material and what is required of them, and that they are participating in the activities of the course. There are various ways of accomplishing this, including but not limited to: asynchronous discussion board forums with appropriate faculty input, synchronous chats, video conferencing, individualized contact via phone or e-mail, and, in the case of a hybrid course, regular face-to-face meetings.

Timely Feedback on Student Work: Faculty should grade and provide feedback on student work within a reasonable timeframe. If discussion boards are required, students should be given guidelines at the outset of the course and feedback on their participation throughout the semester.

Content Delivery: Faculty should provide content material either through online lectures (in written, video, and/or audio forms) and/or through instructor's enhancement of materials not created by the instructor (such as publisher-provided materials, web sites, streaming video, etc.).

Notifying Students of Faculty Unavailability/Offline Time: If the instructor must be out of contact briefly for any reason (such as an illness or family emergency that takes the instructor offline), notification to students should be made in the announcements area of the course and/or via e-mail that includes when the students can expect regular effective contact to resume. This should occur for any offline periods lasting longer than 2 (two) days, excluding holidays and weekends.

Check which delivery method(s) you utilize and how many times per week. **Best practices would include some but not necessarily all of the following:**

Delivery Method	Never	Once per week	Two or more times per week	Other: Please specify
Announcements				
Email Correspondence				
Discussion Boards				
Timely feedback on assignments				
Telephone contact				
Other (i.e. CCC Confer, Online group meetings, Voice Thread, Synchronous office hours, etc.)				

To ensure faculty initiate regular and substantive interaction with students in Distance Education courses, the above table is to be completed by online teaching faculty (FT/PT) and submitted to the Faculty Coordinator of the Distance Education Committee.

Faculty Signature

Date

Division Dean

Date