

REGULAR AND SUBSTANTIVE INTERACTION (RSI) FOR DISTANCE EDUCATION



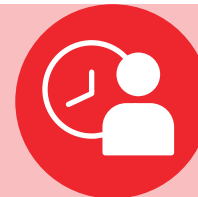
**GRADED ASSIGNMENTS WITH
MEANINGFUL AND PERSONALIZED
FEEDBACK**



**WEEKLY COMMUNICATION
EXPLAINING THE CONTENT OF THE
COURSE AND ASSIGNED MATERIAL**



**VIDEO LECTURES FOLLOWED BY
INSTRUCTOR MODERATED
DISCUSSIONS**



**SCHEDULED AND PUBLISHED
OFFICE HOURS**



**INSTRUCTOR INITIATED AND
FACILITATED FORUMS**



REGULAR AND SUBSTANTIVE INTERACTIONS STUDENT GUIDELINES

TYPE OF INTERACTION	STUDENTS ACTIONS/ACTIVITY	FACULTY RESPONSE	DESCRIPTION/PURPOSE
<p>Q&A</p> <p>Week #1 - Week #15</p>	<p>Post as needed. Students can use this Q&A board to ask questions about their assignment, material being covered in the class. Questions that contain personal information such as grades, student personal information, etc., cannot be posted on this board to protect your information.</p>	<p>Questions will be answered within 72 hours during regular time, and within 24 hours during midterm/final exams cycles).</p>	<p>Any questions about the course assignments, topics covered in course, projects, resources, citations, etc.</p>
<p>Weekly Faculty Announcements</p> <p>Week #1 - Week #15</p>	<p>Students must read the weekly announcements posted by the faculty in CANVAS.</p>	<p>Faculty will post weekly announcements with instructions for that week.</p>	<p>The purpose of these announcements is to provide students with information about the topics that will be covered that week and the assignments, homework, and tests to be completed that week.</p>
<p>Emails</p> <p>Week #1 - Week #15</p>	<p>Sent as needed. Message must be in English and proofread.</p>	<p>For example: Emails will be answered within 72 hours.</p>	<p>Use this for personal questions about student's academic progress (grades and assignment feedback), and any information protected by FERPA, etc.</p>
<p>Discussion Forums</p> <p>Week #3 - Week #14</p>	<p>Thursday: Initial Post is Due (faculty will engage in each individual post to moderate discussions)</p> <p>Sunday: Response to 2 classmates is due (faculty will moderate responses).</p>	<p>Monday: Faculty will post instructions for discussion in Weekly Announcement.</p> <p>Throughout the week: faculty will moderate responses.</p>	<p>Discuss assigned class topic for each week. Instructions will be sent via faculty announcement in CANVAS.</p>

TYPE OF INTERACTION	STUDENTS ACTIONS/ACTIVITY	FACULTY RESPONSE	DESCRIPTION/PURPOSE
<p>In-class Assignment</p> <p>Week #1 - Week #15</p>	<p>Students must complete weekly in-class assignments.</p> <p>In-class assignments must be completed and submitted within the timeframe of each class session or within 24 hours for asynchronous students.</p> <p>(e.g.: if the class session is at 6:00pm on Monday, the student must submit the assignment by Tuesday 5:59pm.)</p>	<p>Faculty will provide feedback to the students throughout weekly in-class assignments. Grades will be posted in CANVAS by Sunday of the following week after submission.</p>	<p>The purpose of in-class assignments is to encourage students to practice the concepts/knowledge discussed in class and to receive immediate feedback from faculty to enhance the learning curve.</p>
<p>Homework/ Assignment</p> <p>Week# 3 - Week #15</p>	<p>Homework and Assignments open on the day the assignment is given (Mon-Sun) and submission is due in 7 days by next week's class.</p>	<p>Assignments must be graded and posted in CANVAS by Sunday of the following week after submission.</p>	<p>Homework/assignments provide an opportunity to students to practice the concepts/knowledge learn in the course so far. These activities also enable constant faculty-to-student feedback throughout the semester.</p>
<p>Class Session</p> <p>Week #1 - Week #15</p>	<p>All students must be present. Students that can't attend live sessions must request permission to attend asynchronously from Academic Advising. Asynchronous students must watch recording and submit in-class work assignment within 24 hours of the scheduled live class session.</p>	<p>Faculty must be present, camara must be on, unless the faculty is sharing screen for audiovisual purposes.</p>	<p>Lecturing / Class Presentations / Open discussions / Student-to-student interactions.</p>