

## **Guidelines for Regular Effective Contact**

*The following are examples of how to implement regular effective contact:*

### **Initiated Interactions**

- Include means for all types of interaction in the course design.
- Utilize appropriate media for accessibility.
- Design daily or weekly assignments and projects that promote collaboration among students.
- Model course netiquette at the beginning of the semester with instructor-guided introductions.
- Pose questions in the discussion boards which encourage various types of interaction and critical thinking skills among all course participants.
- Monitor content activity to ensure that students participate fully and discussions remain on topic.
- Create a specific forum for questions regarding course assignments.
- Ask students for feedback about the course on a regular basis and revise content as needed.

### **Frequency & Timeliness of Interactions**

- Establish guidelines for frequency of contact that are the same as in the face-to-face classroom.
- Make known response time for student questions/inquiries and assignment feedback (e.g. 1-2 business days).
- Maintain an active daily presence, particularly during the beginning weeks of a course. Give frequent and substantive feedback throughout the course.

### **Expectations for Interactions**

- Specify course policy regarding frequency and timeliness of all contact initiated by the instructor in the syllabus.
- Explain course policy regarding student-initiated contact (where to post questions, assignments, etc.) in the syllabus.
- Outline and explain netiquette in initial course documents.
- Clarify important dates, such as assignment and assessment deadlines not only in the beginning but also throughout the course.

### **Absences from Interactions**

- Inform students immediately of course designee should an illness, family emergency or other unexpected event prevent continuing regular effective contact for a prolonged period of time.
- Let students know when instructor-initiated regular effective contact will continue.