**BUSINESS Department Guidelines for Online Course RSI  
(Accounting, Business, Economics and Management)**

**RSI – Regular and Substantive Interaction**

The following guidelines have been adopted to insure that all online classes meet the RSI requirement.

The general objective is that all classes have weekly student interaction and include academic based rubrics and feedback. Specifically all classes must include:

1. Discussions covering 50% of the weeks in the session and be graded using an academic based rubric (i.e. 16 week classes must include discussions during 8 weeks; 8 week classes must include discussions during 4 weeks). Weekly Instructor engagement with individual students in addition to grading is required.
2. Announcements posted for each week and include academic content (i.e. announcements can include a summary of the lessons and/or lesson objectives for the week).
3. Canvas Messaging/eMail: Every effort should be made to use Canvas Messaging to communicate with students as this preserves the interaction inside Canvas. If the college email system is used you should maintain a file of this correspondence for auditing purposes.
4. Exams including student feedback in Additional Comments at the question level and/or overall Assignment Comments at the exam level.
5. A minimum of one Written Assignment or Project which includes an academic rubric or free form comments, as appropriate.

Other acceptable forms of which may be included in courses include:

1. Office hours: regular office hours or by appointment (i.e. in person or CCC Confer).
2. Phone conferences (it would be a good idea to keep a record of such calls).
3. Live video conferences for lecture presentations, review sessions, etc.
4. Shared video recordings that are timely, addressing current academic content.
5. Instant Messaging and Texts (it would be a good idea to keep a record of such exchanges).
6. Others as defined in the Online Instruction Guidelines approved by the Academic Senate.