

Computer Information Systems, Computer Services Technology, and Digital Graphic Applications (CIS/CST/DGA)

Department Guidelines for Online Course RSI

RSI – Regular and Substantive Interaction

The following guidelines have been adopted to ensure that all online courses meet the RSI requirement.

Regular and Substantive Interaction (RSI) includes comments from faculty to students that address course content and help students achieve the learning outcomes/objectives.

The general objective is that all courses have weekly student interaction and include academic based rubrics and feedback. Specifically, all courses must include an assurance of regularity, RSI Activities, and a Volume of RSI Contact, as defined below:

Assurance of Regularity

All courses will have at least one RSI activity per week from the following list. This requirement may be waived for up to two weeks in a 16 week course or one week in an 8 week course.

1. Discussions covering 50% of the weeks in the session and should be graded using an academic based rubric (i.e., 16 week courses must include discussions during 8 of the 16 weeks; 8 week courses must include discussions during at least 4 of the 8 weeks). Weekly instructor engagement with individual students in addition to grading using a rubric is required so that at least 50% of students receive feedback each week.
2. Announcements posted for each week that are timely and include academic content (i.e., announcements can include a summary of the lessons and/or lesson objectives for the week or other academic content).
3. Exams including student feedback in Additional Comments at the question level and/or overall Assignment Comments at the exam level.
4. A minimum of one Assignment, Technology Lab, Report, or Project critique which includes an academic rubric and free form comments, as appropriate.
5. 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, instructors should maintain a file of the correspondence for auditing purposes.

Core RSI Activities

Core weekly RSI activity or mix of activities that best suits instruction in CIS, CST, CYBR, and/or DGA.

RSI activities are defined as discussion forums, exams, assignments, announcements, technology labs, reports, or project critiques with RSI content. The interaction activities

become 'RSI Activities' if they include instructor participation/feedback. Below are further definitions of activities that may constitute RSI.

1. **Discussions:** includes substantive interaction found in the instructor's participation in the forum itself and/or in the private grading/feedback comments to students offered via SpeedGrader in Canvas. Discussions should also include student-to-student interaction.
2. **Exams/Quizzes:** includes feedback to students in Additional Comments at the question level and/or overall Assignment Comments at the exam level.
3. **Assignments/Labs/Projects/Reports:** include substantive interaction in the private grading/feedback comments to students offered via SpeedGrader in Canvas.
4. **Rubrics:** instructors will offer substantive feedback in the form of clearly defined rubrics, written in everyday language, to allow students to understand which areas may be improved upon.
5. **Additional Evaluation:** instructors may provide substantive interaction using Additional Comments and/or Assignment Comments on exams and an Academic Rubric and/or Assignment Comments on labs, projects or reports, which allow instructors to offer more detailed feedback to each student.
6. **Announcements:** instructors may provide substantive interaction via Announcements, giving general feedback to the class on overall performance and achievement, identifying what the class as a whole seems to have learned well and noting what could be improved.
7. **Closure/Summary Statements:** instructors may provide substantive interaction by offering closure statements to the entire class, providing general feedback after particular assignments (i.e., Discussions or written assignments).
8. **Individual Assistance:** in most courses instructors will offer individual feedback to students who need help with certain academic aspects of the course. This may come in the form of email sent via College accounts or Canvas Inbox.

Volume of RSI Contact

Individual departments will establish their criteria for an appropriate volume and type of substantive interactions on all core RSI activities.

1. Faculty in the CIS, CST, CYBR, and DGA departments will ensure that substantial online instruction is offered every week. Each course will offer weekly substantive interaction between the instructor and students in the form of discussions and/or Individual feedback through Additional Comments and/or Assignment Comments on exams and an Academic Rubric and/or Assignment Comments on labs, projects and reports, allowing instructors to offer more detailed feedback to each student. Instructors may deliver additional RSI through the other mechanisms listed below.
2. Instructor interaction will be adjusted based on the number of weeks in the course, number of students in the course, and the number of course units. Reasonable effort will be made to provide interaction to each student on a weekly basis. At minimum, each student can expect to receive direct substantive interaction with the instructor every other week during the course.
3. All discussions, assignments, and tests will be graded no later than two weeks after the submission.

Other acceptable forms of substantive interactions CIS, CST, CYBR, and DGA which may be included in courses include:

1. Office hours: regularly held office hours or by appointment (i.e. in person or CCC Confer).
2. Phone conferences (it is best 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 is best to keep a record of such exchanges).
6. Others as defined in the Online Instruction Guidelines approved by the Academic Senate.