

**Draft**

**El Camino College**  
**Distance Education Instructor Contact Guidelines**

***“Instructor-student contact is at the very heart of all college courses.”***

*(Guidelines for Good Practice: Effective Instructor- Student Contact in Distance Learning,*

*The Academic Senate for the California Community Colleges, p3, 1999)*

To ensure a quality educational experience for students enrolled in Distance Education courses and to meet the requirements of Title 5 guidelines for “Instructor Contact”, the following standards will apply:

1. The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses.
2. All approved courses offered as distance education shall include regular effective contact between instructor and students.
3. Regular effective contact shall be defined as weekly communication/interaction between student and teacher through group or individual meetings, orientation and review sessions, threaded discussion forums, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. The number of instructor contact hours per week that would be available for face to face students, will also be available to students in DE courses.
4. Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. Following are some examples of how this contact may occur using current technology:
  - Real-Time Chat: Real-time interactive discussions between teacher and students.
  - Email: Individual conferences, questions, clarification of assignments, submission of assignments and other communications.
  - Listserve: Online discussions between students and faculty.
  - Telephone: Arrange regularly scheduled hours convenient for students to contact faculty to ask questions and clarify assignments.
5. A policy describing the frequency and timeliness of instructor initiated contact and instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially begins. A copy of this information shall be submitted to the Division and Distance Education office.
6. Students enrolling in online courses must use their MyECC Email account to contact the instructor and complete any requirements by the end of the first week (Sunday) of the semester or they may be dropped from the roster and their place may be given to a waiting student. This email contact does not eliminate the obligation to attend required face-to-face meetings on campus.

(DEAC 3-20-08, 5-18-10)