

**Faculty Worksheet for Defining a Distance Education Course and Regular and Substantive Interaction**

Faculty Member Name \_\_\_\_\_

Course # \_\_\_\_\_ Section \_\_\_\_\_ Term \_\_\_\_\_

Please see the attached guide for complete information on this definition and instructions on completing this worksheet.

**Section 1: Appropriate Technology**

**Please select the modality in which your course is delivered. If you use more than one, please list the percentage of each.**

Internet \_\_\_\_\_ One or two-way broadcast transmission \_\_\_\_\_ Audio Conference \_\_\_\_\_

Other (Must be in conjunction with at least 1 of the 3 above) \_\_\_\_\_

**Section 2: Separated from the instructor**

**[Institutions should define a distance learning course by their relevant region/state/institution requirements]**

**Please list any in-person sessions. If your course does not have in-person sessions, skip to section 3.**

Purpose	Duration

Total # hours of instruction \_\_\_\_\_

Total # of hours in person \_\_\_\_\_

Percentage of direct instruction separated from students \_\_\_\_\_

### Section 3: Substantive Interaction

***For each type of interaction that applies to your course, provide detail explaining the specific activities that you believe fit into each category. Also state where scheduled interactions and your expectations of yourself are communicated to the student. For instance, if you engage the students through providing feedback each week and that is communicated in the syllabus, please state such in this section.***

Providing Direct Instruction (live):

Assessing and providing feedback on a student's coursework (AI and auto grading/feedback do not count):

Providing information or responding to questions about the content of a course or competency:

Facilitating a group discussion regarding the content of a course or competency:

Other: The regulations provide for “Other instructional activities approved by the institution’s or program’s accrediting agency.” Please provide documentation that this method is approved by [insert regional agency name].

#### Section 4: Regular Interaction

Please fill out the weekly grid with the types of substantive interaction you plan to use in your course. If your course contains face to face interaction, even if it is designated hybrid/blended, you still must complete the table for the portion of your course that is at a distance. [If your institution/state/region defines “regular” as something other than weekly, modify the table below as appropriate.]

Length of term: _____ weeks	Direct Instruction	Assessment and Feedback	Providing Information or Responding to Questions	Group Discussion	Other Instructional Activities
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					

Week 13					
Week 14					
Week 15					
Week 16					