DEFINITIONS

Instructional Method

LE = Lecture
A lecture is formalized instruction, conducted on or off campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques.

DP = Directed Practice
This definition applies primarily to programs in health technologies. A directed practice section is one in which the student is assigned to practice experiences under constant supervision at an external agency. The student receives individual instruction and critique in the performance of a particular function. During a directed practice session a full-time or adjunct faculty directly supervises the student, and for delivery of part of the didactic phase of the experience.

SE = Seminar
A seminar is an educational experience which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussion which is directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical situations.

LB = Lab
A laboratory is an educational activity in which students conduct experiments, perfect skills or practice procedures under the direction of a faculty member.

CL = Clinical
A clinical laboratory applies only to health technology programs. A clinical is a laboratory section which meets at a health-related agency facility in lieu of on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class.

PR = Practicum
A practicum is an on- or off-campus work experience which in integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once each two weeks, provides the final grade, and teaches at least one course on the campus.

FE = Field Experience
Field experience is planned, paid work activity which relates to an individual student’s occupational objectives, such as Geology or Archaeology, and which is taken in lieu of elective or required courses in his/her program with the permission of a faculty advisor. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester, and assigns the course grade to the student after the appropriate consultation with the employer/supervisor.

ST = Studio
Studio is used to describe music, performance art, and theater courses.

IS = Individual Studies
Independent Studies are sections in which a faculty member works with a student or small group of students.

OT = Other
“Other” is used to describe course sections that do not incorporate one of the above categories.

Special Delivery Method Identifications

Distance:

W = Web-Based
A course in which all the instructional and laboratory sessions are completed in an on-line setting. Students are not required to attend any sessions on campus. Students may have to go to a specific location for testing.
Example: ACCT-1211-W01

B = Blended
A blended course is an online course with required real-time, face-to-face sessions. Blended course instruction is split between learning activities online and in a specified location, based on course content. To participate in the online portion of a blended course, a student must have basic computer knowledge along with access to a computer and the Internet. A student may use a computer at home, at a campus lab, a library, or elsewhere. The face-to-face sessions require meetings at dates and times specific to each different blended course. The face-to-face sessions may be held in a campus classroom, lab or at an external location, such as a clinical site for health-related classes.
Example: ACCT-1211-B01
On Campus:

**Traditional**
A course in which all the instructional and laboratory sessions are completed in an in-class setting either on campus or at one of the regional learning centers. Courses may have an occasional web assignment.
Example: ACCT-1211-001

**I = Video-Conference**
A course in which all the instructional and laboratory sessions are completed in an in-class setting either on campus or at one of the regional learning centers. The in-class session is offered in a two-way video and audio conference between the two campus sites. Courses may have an occasional web assignment.
Example: ACCT-1211-I01

**C = Computer Lab**
Computer Lab designations are currently used by BOA department. A course in which all the instructional and laboratory sessions are completed in an in-class setting on campus, generally in a computer lab on campus. Courses may have an occasional web assignment.
Example: ACCT-1211-C01

Special Section Types

**S = Service Learning**
American Association for Higher Education defines Service Learning as “a method under which students learn and develop through thoughtfully organized service that: is conducted in and meets the needs of a community and is coordinated with an institution of higher education, and with the community; helps foster civic responsibility; is integrated into and enhances the academic curriculum of the students enrolled; and includes structured time for students to reflect on the service experience.”
Example: HIST-1111-023S (Service Learning)

**H = Honors**
The honors course sections are offered at a faster-pace, with more challenging coursework in English, Math, Social Sciences and Humanities. These sections are open to students who have completed or placed into ENGL 1100, and or have received permission from the director of the Honors program.
Example: HIST-1111-023H (Honors)

**B = Block Registration**
Block registration is a set of related sections that are grouped together so that registration for these sections by a cohort group of students is made easier.
Example: HIST-1111-023B (Block Registration)

**X = Cross Listed Section**
Cross-listed sections are two or more sections that meet at the same time, in the same place, and taught by the same instructor. The cross-listed sections will consist of a primary section followed by at least one of the following cross-listed sections coded as: first, second, third etc. (see example below). The cross-listed sections are set up so that only a specific group(s) of students can register for them.
Example: HIST-1111-013 (Cross Listed Primary Section)
HIST-1111-013X (First Cross Listed Section)
HIST-1111-013X1 (Second Cross Listed Section)
HIST-1111-013X2 (Third Cross Listed Section)

Special Course Type

**Modular Course =** A modular course is defined as a part of the main course that can stand alone. The topics are related, and when combined with all parts, become the entire course. Modular courses usually do not exist without the main course. Modules may have various methods of instructional delivery, i.e., faculty lectures, Web, self-paced, etc. Modular courses may run on a term basis or be flexibly scheduled. Modular courses are designated as having an alpha letter after the course number, i.e., MHAD 1135A, MHAD 1135B. These examples are two modules of the whole main course MHAD 1135.