

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **24-Oct-17** Curriculum Bulletin _____

Effective Date **Fall 2018** Approved by EPC _____

Department **Curriculum Services**
College **PR - Provost**
Proposal **Revise Policy**
Proposal Name **Definition of Course Instructional Formats**

Description of proposal:

Proposal seeks to merge and revise two policies in the Curriculum Guideline: (a) courses with designated numbers and (b) definition of instructional arrangements and guidelines for awarding of academic credit.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Some courses may need to have their schedule type and/or course number revised. The Office of Curriculum Services will work with those academic units to streamline the approval and implementation process so those changes do not create a workload issue for those units.

Units consulted (other departments, programs or campuses affected by this proposal):

Associate and Assistant Deans Committee, Graduate Dean's Advisory Council

REQUIRED ENDORSEMENTS

_____/_____/_____
Department Chair / School Director

_____/_____/_____
Campus Dean (for Regional Campuses proposals)

_____/_____/_____
College Dean (or designee)

_____/_____/_____
Dean of Graduate Studies (for graduate proposals)

_____/_____/_____
Senior Vice President for Academic Affairs and Provost (or designee)

Proposal Summary for a Policy Definition of Course Instructional Formats

Subject Specification:

Proposal seeks to merge and revise two course policies in the Curriculum Guideline to provide a comprehensive overview of course types offered by Kent State.

Background Information:

In the Kent State University Curriculum Guidelines,¹ there are two sections that contain descriptions of different instructional types of courses:

1. “Courses with Designated Numbers” covers all courses that fall into a specified numbering system (e.g., xxx92 Internship; 8x199 Dissertation I) and includes description of the course type, course name, permitted credit hour ranges and grade mode if applicable.
2. “Definition of Instructional Arrangements and Guidelines for the Awarding of Academic Credit” covers Kent State’s different course types (e.g., lecture, laboratory, internship) and includes description of the course type and the minimum semester hour that can be assigned for each nominal contact hour (50 clock minutes) per Kent State policy and/or state and federal regulations.

These two sections have overlapping content, and a reader must flip between the two to form a whole picture on what is expected for each course type. In addition, several course types are missing from both sections, and descriptions for course types in either section are either incomplete or outdated.

The proposed revisions on the next pages seek to merge the two sections to create a complete listing of all Kent State course types with consistent and updated information on definitions, designated numbers if applicable, schedule type, grade modes permitted, variable credit permitted and required credit-to-contact ratios.

The intent of the proposed revisions is not to prohibit the development of new courses, but to provide more accurate schedule types, ensure the minimum instructional contact is met and make it easier to find and report off of specific non-traditional coursework (e.g., find all courses that are practical experiences or offered off-campus only).

The one, merged policy will be renamed “Definition of Course Instructional Formats.”

Below is a synopsis of some of the changes occurring:

1. For all course types, the grade mode and variable credit are specified.
2. In the description for a lecture course, the note of educational field trips is included when formalized instruction may occur off campus.
3. Simulation experiences is added to the description for a laboratory course.

¹ <http://provostdata.kent.edu/roadmapweb/06/curriculum-guidelines-2015.pdf>

4. Internship, Practicum and Field Experience are grouped together under the new designation Practical Experience. Student teaching and directed practice are added to this designation. All will have the xxx92 course number designator.
5. An International Experience course type is created for courses that are offered exclusively outside the United States; they are given the xxx89 course number designator.
6. A Study Away course type is created for courses that are offered exclusively within the United States but not on any Kent State campus or location. These courses will be given the xxx90 course number designator.
7. A statement is added to the description for a seminar course to clarify the difference between a regular seminar course and a variable-content seminar course.
8. Description and credit-to-contact ratio for a workshop is added, including language to clarify the difference between a regular workshop and a variable topic workshop.
9. Variable topic colloquium is revised to variable content. Description and credit-to-contact ratio for a colloquium is added, including language to clarify the difference between a regular colloquium and a variable content colloquium.
10. Credit-to-contact ratio is added to college teaching course.
11. The Senior Project course type is revised to Project or Capstone, to encompass both undergraduate and graduate, including master's project. Description and credit-to-contact ratio are added.
12. The Research or Master's Project course type is revised to focus solely on research. Master's Project is moved to a new Project or Capstone type.
13. Description and credit-to-contact ratio is added for Master's Thesis and Dissertation.
14. More information is added about when the In-Progress mark is appropriate for a course.
15. Information is added about which courses are approved automatically for the Experiential Learning Requirement (ELR).

Alternatives and Consequences:

The alternative is status quo, which do not provide as much guidance to faculty as desired.

Specific Recommendation and Justification:

It is recommended that revisions to the policies be approved to provide more guidance and consistency when developing, offering and reporting on courses.

Timetable and Actions Required:

November 2017..... Approval by Provost
November 2017..... Approval by Educational Policies Council
December 2017 Approval by Faculty Senate
Following Faculty Senate..... Implementation

DEFINITION OF COURSE INSTRUCTIONAL FORMATS**COURSES WITH DESIGNATED NUMBERS****~~DEFINITION OF INSTRUCTIONAL ARRANGEMENTS AND GUIDELINES FOR THE AWARDING OF ACADEMIC CREDIT~~****LECTURE**

A lecture is formalized instruction, conducted on- or off-campus ([including educational field trips](#)), in which the instructor presents an educational experience to students, applying any combination of instructional methods. This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all the students in the class. Students will be expected to work on out-of-class assignments on a regular basis over the length of the course, which will normally average two hours of out-of-class study for each hour of formal class activity. This out-of-class study shall not be counted as part of the lecture hour for credit.

Designated number: none

Schedule type: lecture (LEC)

[Grade modes permitted: letter, satisfactory/unsatisfactory](#)

[Variable credit permitted: no](#)

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

LABORATORY

A laboratory is an educational activity with students conducting experiments, perfecting skills, ~~or~~ practicing procedures [or completing simulation experiences](#) under the direction of a faculty member.

Designated number: none

Schedule type: laboratory (LAB)

[Grade modes permitted: letter, satisfactory/unsatisfactory](#)

[Variable credit permitted: no](#)

Credit-to-contact ratio:

- For laboratory instruction that requires little or no out-of-class study, one credit hour is awarded for three nominal hours (150 clock minutes or 2.5 clock hours) in a standard week of a 15-week semester, or for 45 nominal hours (37.5 clock hours) in a semester.
- For laboratory instruction that is supplemented by out-of-class assignments that normally average one hour of out-of-class study to prepare for or follow-up the laboratory experience, one credit hour is awarded for two nominal hours (100 clock minutes) in a standard week of a 15-week semester, or for 30 nominal hours (25 clock hours) in a semester.

CLINICAL LABORATORY

A clinical laboratory allows for medical- or healthcare-focused experimental work where students meet at a health-related agency rather than in on-campus laboratory facilities to test, observe, experiment or practice a profession in a hands-on ~~or simulated~~ environment. A Kent State faculty member or a university-approved skilled practitioner (preceptor) directly supervises the [clinical laboratory](#) instruction.

Designated number: none

Schedule type: [clinical laboratory](#) (CLN)

[Grade modes permitted: letter, satisfactory/unsatisfactory](#)

[Variable credit permitted: no](#)

Credit-to-contact ratio: Credit hour is awarded on the same basis as [a laboratory course instruction](#).

* [An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.](#)

** [Any undergraduate course with the number xxx89, \(international experience\), xxx90 \(study away\), xxx92 \(practical experience\), xxx98 \(research\) or xxx99 \(project or capstone\) fulfills students' experiential learning requirement \(ELR\). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.](#)

COMBINED LECTURE AND LABORATORY

A combined lecture and laboratory integrates both activities into one course with one grade.

Designated number: none

Schedule type: combined lecture/laboratory (LLB), lecture (LEC), laboratory (LAB)

[Grade modes permitted: letter, satisfactory/unsatisfactory](#)

[Variable credit permitted: no](#)

Credit-to-contact ratio: Credit hour is awarded on the same basis as lecture and laboratory courses and dependent on how the credit hours are allocated for each instruction.

Example: A 3-credit combined lecture/laboratory course (with lab having out-of-class study) in a standard week of a 15-week semester can be broken down in any of these ways:

- 2 credits lecture + 1 credit laboratory = two nominal hours (100 clock minutes) lecture per week + two nominal hours (100 clock minutes) laboratory per week
- 1.5 credits lecture + 1.5 credits laboratory = one-and-a-half nominal hours (75 clock minutes) lecture per week + three nominal hours (150 clock minutes) laboratory per week
- 1 credit lecture + 2 credit laboratory = one nominal hour (50 clock minutes) lecture per week + four nominal hours (200 clock minutes) laboratory per week

SPECIAL TOPICS

Special topics courses are used to sample new offerings to determine whether or not formal adoption is desirable. Academic units may offer [a specific special topics courses under this course designation](#) a maximum three times prior to full curricular review [to become a regular course](#). Specific [offerings topics](#) under this course designation cannot be required in an academic program. [The full title of the course includes the words "Special Topics," and the individual title of each offering begins](#) [All titles of special topics courses begin](#) with "ST:" in the *Schedule of Classes* and [the title](#) is printed on each [student's enrollee's](#) transcript. Special topics [offerings courses](#) should be approved by the departmental curriculum committee and reviewed by the college curriculum committee before being [scheduled](#). [introduced into the Schedule of Classes](#).

Designated number: xxx95

Schedule type: any schedule type

Grade modes permitted: letter, [satisfactory/unsatisfactory](#), in-progress*

Variable credit permitted: yes, between 1-4

Credit-to-contact ratio: Credit hour is awarded based on the schedule type assigned.

PRACTICAL EXPERIENCE (INTERNSHIP, PRACTICUM, FIELD EXPERIENCE, STUDENT TEACHING, DIRECTED PRACTICE)

[A practical experience is](#) [Internship or practicum courses are](#) credit-bearing work experiences that are integrated with academic instruction and relate to an individual student's occupational goal. Students concurrently apply learned concepts to practical situations within an occupational field [under some degree of supervision](#). The experience is coordinated by a Kent State faculty member, who assists the student in planning the experience and assigns the course grade to the student after appropriate consultation with the employer/supervisor. The student is expected to complete pre-determined assignments. Examples may include a weekly journal, final paper and experience report. Whether the [practical experience internship or practicum](#) is paid or unpaid is determined by [state or federal regulations, an accreditor or](#) the employer in compliance with the Fair Labor Standards Act. [The term used by a program to label its practice experience may vary in the course title](#) [Use of "practicum" or "internship" for the course title may be](#) to accommodate the differences in accreditation nomenclature.

[Designated number: xxx92**](#)

[Schedule type: practical experience \(PRA\)](#)

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-12

* [An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.](#)

** [Any undergraduate course with the number xxx89, \(international experience\), xxx90 \(study away\), xxx92 \(practical experience\), xxx98 \(research\) or xxx99 \(project or capstone\) fulfills students' experiential learning requirement \(ELR\). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.](#)

Credit-to-contact ratio: One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

INTERNATIONAL EXPERIENCE

A Kent State faculty-led study abroad experience that integrates traditional classroom learning with experiential activities and site visits outside the United States. International experience courses may have pre- and post-travel classroom study. Course activities include, but are not limited to, classroom study, research, field work, internships and service learning. The course is created specifically for the study abroad experience; course content is not offered domestically and does not already have its own course number. The full title of the course includes the words "International Experience," and, if variable title, the individual title of each offering begins with "Intl Exp.:" in the *Schedule of Classes* and is printed on each student's transcript. International experience variable offerings should be approved by the departmental curriculum committee and reviewed by the college curriculum committee before being scheduled.

Designated number: xxx89**

Schedule type: international experience (INT) course may also have pre-/post-travel lecture schedule type

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-4

Credit-to-contact ratio: One credit hour is awarded for minimum one clock hour in a standard week of a 15-week semester, or for minimum 15 clock hours in a semester. No credit can be awarded for travel time.

STUDY AWAY

A Kent State faculty-led out-of-classroom experience that integrates traditional classroom learning with experiential activities and site visits within the United States. Study away courses may have pre- and post-travel classroom study. Course activities include, but are not limited to, classroom study, research, field work internships and service learning. The course is created specifically for the study away experience; course content is not offered on a Kent State campus/location and does not already have its own course number. Topics and/or content may be variable or relatively unchanged for each offering. Study away variable offerings should be approved by the departmental curriculum committee and reviewed by the college curriculum committee before being scheduled.

Designated number: xxx90**

Schedule type: study away (STA) course may also have pre-/post-travel lecture schedule type

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-4

Credit-to-contact ratio: One credit hour is awarded for minimum one clock hour in a standard week of a 15-week semester, or for minimum 15 clock hours in a semester. No credit can be awarded for travel time.

COOPERATIVE EDUCATION WORK EXPERIENCE

Cooperative education Work Experience is administered by the University College and is full-time off-campus paid employment that enhances students' degree program by relating theory to practice and applying what they have learned in the classroom to real-life workplace scenarios. ~~This process of "learning by doing" increases student motivation and employability after graduation and maximizes student growth and development.~~ Through a co-op experience, students explore career and academic options, test career choices, increase professional skills and earn money to contribute to educational expenses. ~~Cooperative education experiences are highly desired, selective and in the student's chosen field.~~

Designated number: COOP 20095

Schedule type: cooperative education (COP)

Grade modes permitted: complete/not complete

Variable credit permitted: no credit awarded

Credit-to-contact ratio: no credit awarded; students are expected to be working full time

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** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

SEMINAR

A seminar is a less formal educational experience than a lecture, in which a relatively small number of students engage in discussions directed by a faculty member. [Content of course is relatively unchanged for each offering; a seminar with content that varies per offering should be designated as variable content seminar \(see definition below\).](#)

Designated number: none

Schedule type: seminar (SEM)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: [One credit hour is awarded for one nominal hour \(50 clock minutes\) in a standard week of a 15-week semester, or for 15 nominal hours \(12.5 clock hours\) in a semester.](#) ~~Credit hour is awarded on the same basis as lecture instruction.~~

VARIABLE CONTENT SEMINAR

[A variable content seminar has the same definition of a seminar, except that the content varies per course offering while overarching focus and learning outcomes are unchanged. Variable content seminars are not the same as special topics courses, the latter of which allows for each offering to be distinct with different learning outcomes.](#) ~~Courses offered under xxx91 have changing content or are not offered with sufficient regularity to warrant status as a normal offering. Variable content seminars~~ [Specific offerings under this course designation](#) cannot be required in an academic program. [The full title of the course includes the word "Seminar," and the individual title of each offering begins](#) ~~All titles of variable content seminars begin~~ with "SEM:" in the *Schedule of Classes* and ~~the title~~ is printed on each [student's enrollee's](#) transcript. ~~A Sseminars that has have a~~ relatively unchanging content and ~~is are~~ offered with regularity should be assigned an unreserved number (see definition above).

Designated number: xxx91

Schedule type: seminar (SEM)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: yes, between 1-4

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

WORKSHOP

[A workshop is a brief, intensive and interactive educational activity, usually for a small group of people, in which the content is practical and concentrates on the acquisition of specific information or skills. The workshop's topic is relatively unchanged for each offering; a workshop with topics that varies per offering should be designated as variable topic workshop \(see definition below\).](#)

Designated number: none

Schedule type: workshop (WSP)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: [One credit hour is awarded for one nominal hour \(50 clock minutes\) in a standard week of a 15-week semester, or for 15 nominal hours \(12.5 clock hours\) in a semester.](#)

VARIABLE TOPIC WORKSHOP

[Variable topic w](#)Workshops are administered through the [Office College](#) of Continuing and Distance Education and ~~are~~ typically [are](#) directed toward ~~post-degree~~ professional renewal or to the mastery and application of knowledge and skills that address a narrowly defined range of problems or issues related to practice. Variable-topic workshops cannot be required in an academic program. [The full title of the course includes the word "Workshop," and the individual title of each offering begins](#) ~~All titles of variable topic workshops begin~~ with "WKSP:" in the *Schedule of Classes*, and ~~the title~~ is printed on each [student's](#)

* [An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.](#)

** [Any undergraduate course with the number xxx89, \(international experience\), xxx90 \(study away\), xxx92 \(practical experience\), xxx98 \(research\) or xxx99 \(project or capstone\) fulfills students' experiential learning requirement \(ELR\). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.](#)

[enrollee's](#) transcript. All initial workshop offerings should be approved by departmental curriculum committees and forwarded for review by college curriculum committees. Generally, the Ohio Department of Higher Education does not support awarding graduate credit for attendance at a conference or workshop experience with limited additional work, as this does not meet the rigor appropriate to graduate level work. [A workshop that has relatively unchanging topics and is offered with regularity should be assigned an unreserved number \(see definition above\).](#)

Designated number: xxx93

Schedule type: workshop (WSP)

Grade modes permitted: satisfactory/unsatisfactory

Variable credit permitted: yes, between 1-6

[Credit-to-contact ratio: One credit hour is awarded for one nominal hour \(50 clock minutes\) in a standard week of a 15-week semester, or for 15 nominal hours \(12.5 clock hours\) in a semester.](#)

COLLOQUIUM

[A colloquium is an exchange of scholarly information on a specific topic, usually in a small group setting with lectures by several different specialists in that field. Content of course is relatively unchanged for each offering; a colloquium with content that varies per offering should be designated as variable content colloquium \(see definition below\).](#)

[Designated number: none](#)

[Schedule type: colloquium \(COL\)](#)

[Grade modes permitted: letter, satisfactory/unsatisfactory](#)

[Variable credit permitted: no](#)

[Credit-to-contact ratio: One credit hour is awarded for one nominal hour \(50 clock minutes\) in a standard week of a 15-week semester, or for 15 nominal hours \(12.5 clock hours\) in a semester.](#)

VARIABLE CONTENT ~~TOPIC~~ COLLOQUIUM

[A variable content colloquium has the same definition of a colloquium \(see definition above\), except that the content varies per course offering while overarching focus and learning outcomes are unchanged. ~~Colloquia have changing content or are not offered with sufficient regularity to require status as a normal offering. All titles of the variable topic colloquium begin~~ The full title of the course includes the word "Colloquium," and the individual title of each offering begins with "COLL:" in the *Schedule of Classes*; and ~~the title~~ is printed on each ~~student's enrollee's~~ transcript. ~~A c~~Colloquia that \[has relatively unchanging\]\(#\) ~~have a stable, repeating~~ content and ~~is~~ \[are\]\(#\) offered with regularity should be assigned an unreserved number.](#)

Designated number: xxx97

Schedule type: colloquium (COL)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: yes, between 1-3

[Credit-to-contact ratio: One credit hour is awarded for one nominal hour \(50 clock minutes\) in a standard week of a 15-week semester, or for 15 nominal hours \(12.5 clock hours\) in a semester.](#)

STUDIO

A studio is a workplace for the teaching or practice of an art.

Designated number: none

Schedule type: studio (STU)

[Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*](#)

[Variable credit permitted: yes](#)

Credit-to-contact ratio:

- For studio instruction that requires little or no out-of-class study, one credit hour is awarded for three nominal hours (2.5 clock hours or 150 clock minutes) in a standard week of a 15-week semester, or for 45 nominal hours (37.5 clock hours) in a semester.

* [An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.](#)

** [Any undergraduate course with the number xxx89, \(international experience\), xxx90 \(study away\), xxx92 \(practical experience\), xxx98 \(research\) or xxx99 \(project or capstone\) fulfills students' experiential learning requirement \(ELR\). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.](#)

- For studio instruction that is supplemented by out-of-class assignments that normally average one hour of out-of-class study to prepare for or follow-up the studio experience, one credit hour is awarded for two nominal hours (100 clock minutes) in a standard week of a 15-week semester, or for 30 nominal hours (25 clock hours) in a semester.

~~FIELD EXPERIENCE is a form of experiential learning obtained by going on an educational field trip, usually organized by Kent State and led by a Kent State faculty member, in order to meet the needs of the curriculum and to develop practical skills in an environment beyond the classroom and campus.~~

- ~~▪ One credit hour is awarded for minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.~~

EMPORIUM

~~An emporium is~~ ~~courses are~~ offered in a computer-learning center utilizing software to provide an essential resource for students working collaboratively in a problem-based instructional setting or to provide individualized pathways that allow students to progress through the curriculum, based on assessment results of their mastery of the material. An instructional team provides student assistance.

Designated number: none

Schedule type: emporium (EMP)

[Grade modes permitted: letter, satisfactory/unsatisfactory](#)

[Variable credit permitted: no](#)

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

RECITATION

A recitation is a less formal educational experience than a lecture with a smaller number of students, or a subsection of a larger (lecture) course, designed to include more time for discussion, questions and answers directly related to the lecture course and/or for students to demonstrate the application of ideas, theories or methods.

Designated number: none

Schedule type: recitation (RCT)

[Grade modes permitted: letter, satisfactory/unsatisfactory](#)

[Variable credit permitted: no](#)

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

CLERKSHIP

A clerkship applies only to the podiatric medical training program, during which students in third and fourth years of medical school are required to participate in clinical sciences and patient care. Clerkships expose students to all facets of podiatric medicine and surgery in the hospital, surgery center, professional office and other clinical settings. In addition to podiatric clerkships, students are required to complete clerkships in general medicine. Elective and international clerkships may also be available. The student clerk gains essential experience managing the care of patients and learning the roles and responsibilities a podiatric physician. They also witness first-hand the interaction with other health-care professionals. They are expected to observe and participate in patient care including the performance of basic podiatric and medical procedures under direct supervision. Students elicit patient histories, complete physical examinations, write progress notes, and assist in surgeries and medical procedures. Students are evaluated by the clerkship coordinator at each affiliated site. No stipend or pay is provided to the students.

Designated number: none

Schedule type: clerkship (CLR)

[Grade modes permitted: satisfactory/unsatisfactory, in-progress*](#)

Variable credit permitted: no; courses are 4 credits each

* [An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.](#)

** [Any undergraduate course with the number xxx89, \(international experience\), xxx90 \(study away\), xxx92 \(practical experience\), xxx98 \(research\) or xxx99 \(project or capstone\) fulfills students' experiential learning requirement \(ELR\). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.](#)

Credit-to-contact ratio: Four credit hours are awarded for a clerkship that typically comprises five mandatory months and one optional month of rotations, during which the work hours are that of a full-time job (i.e., 40 clock hours per week), generally similar to that of medical residents. Students may also be required to work on weekends and to be on call.

FLIGHT TRAINING

Flight training comprises individualized practical flight instruction in aircraft and associated ground-based instruction in aircraft flight theory. Flight training is offered under the authority of an Air Agency Certificate issued by the Federal Aviation Administration (FAA) under 14 Code of Federal Regulations Part 141. Flight instruction is offered in the form of flight courses composed of instructional blocks made up of flight lessons that comply with standards of proficiency and competency stipulated in the FAA-approved Training Course Outline and Federal Aviation Regulations Parts 61 and 141.

Designated number: none

Schedule type: flight training (FLT)

[Grade modes permitted: letter](#)

Variable credit permitted: yes, between 1-3

Credit-to-contact ratio:

- Three credit hours are awarded for a minimum 45 hours† of flight instruction in aircraft and 30 hours of ground-based flight theory instruction towards the Private Pilot Certificate in a standard 15-week semester.
- Two credit hours are awarded for a minimum 17 hours† of flight instruction in aircraft and 15 hours of ground-based flight theory instruction towards the Commercial Pilot Flight I, II, III, Instrument Rating, Flight Instructor Airplanes in a standard 15-week semester
- One credit hour is awarded for a minimum 14 hours† of flight instruction in aircraft and 10 hours of ground-based flight theory instruction towards the Multi-Engine Pilot Flight Rating, Advanced Multi-Engine Pilot Flight Rating and the Multi-Engine Flight Instructor Rating in a standard 15-week semester.

† In the context of flight training hours, flight time is measured in Hobbs time, which is an aeronautical equivalent of clock hours. As dictated by equipment related constraints, pilot health and weather conditions, the total actual flight time will exceed the stipulated minimum number of flight hours in aircraft and associated number of hours of ground-based flight theory instruction.

APPLIED MUSIC LESSON

An applied music lesson is one-on-one instruction in a performance medium with a separate group studio, during which students perform and are critiqued by the instructor and their peers, and practice outside the lesson and studio session.

Designated number: none

Schedule type: private lesson (PRL)

[Grade modes permitted: letter](#)

Variable credit permitted: no; courses are either 2 or 4 credits

Credit-to-contact ratio:

- Two credit hours are awarded for a minimum 30-minute private lesson, a one-nominal-hour (50 minutes) group studio and an expectation of seven clock hours of outside practice in a standard week of a 15-week semester.
- Four credit hours are awarded for a minimum one-clock-hour private lesson, a one-nominal-hour (50 minutes) group studio and an expectation of 14 clock hours of outside practice in a standard week of a 15-week semester.

* [An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.](#)

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COLLEGE TEACHING

College teaching is designed to provide supervision and/or instruction in the special aspects of college teaching.

Designated number: xxx94

Schedule type: lecture (LEC)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: yes, between 1-3

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

INDIVIDUAL INVESTIGATION

~~Individual enrollment for independent study carried out by a student under the supervision of a faculty member.~~ An individual investigation (or independent study) is a student-initiated experience to pursue an area of interest not covered by a regular course offering, with the guidance of a Kent State faculty member. The faculty member, who teaches such courses, has the primary responsibility to decide the subject content, objectives to be achieved and the effort to be expended by the student, and personally provides whatever instruction is required. The student is expected to complete pre-determined assignments, which may include a final research paper and a presentation on the findings of the study. The faculty member periodically assesses the student's progress, determines the evaluation methods of the work presented and assigns the final grade. Independent investigation should not be confused with individualized instruction, which is the teaching of a regular, existing course to a single student. Individualized instruction is offered only when the department or school is not offering a course according to the schedule or with sufficient frequency and it is needed by a student for a critical reason. In the case of an individualized instruction, the student should be registered into a section of the regular course, and not an individual investigation course, so that completion of the course is accurately reflected on the student's transcript.

Designated number: xxx96

Schedule type: individual investigation (IND)

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-3

Credit-to-contact ratio: One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

RESEARCH ~~or MASTER'S PROJECT~~

Individual enrollment for research is used to award credit for work carried out by a student under the supervision of a faculty member. The work is designed to promote inquiry on a topic, and it normally should result in a paper or some other appropriate product.

Designated number: xxx98**

Schedule type: research (RES)

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-6 ~~1-15~~

Credit-to-contact ratio: One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

SENIOR PROJECT OR CAPSTONE

A project or capstone (with may include a senior or honor's thesis) culminates in a scholarly, comprehensive paper or project that integrates knowledge attained through coursework, research experience. The paper or project demonstrates competence in a given academic field or profession and makes a contribution within a well-defined theoretical, applied or creative knowledge domain. It may include, but is not limited to, such products as original empirical research projects, case studies, reports

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

or research results, theoretical or applied design projects, manuscripts for professional journals, theoretical essays, creative works and projects for identified clients.

Designated number: xxx99** ~~4xx99~~

Schedule type: project or capstone (PRJ) ~~senior project or honor's thesis (SRP)~~

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-9 ~~4-3~~

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

MASTER'S THESIS I, THESIS II

A master's thesis is a highly individualized investigative study that results in the development and writing a scholarly, comprehensive paper. The thesis topic is formulated by the student in consultation with the advisor and should be one that will further the student's educational development by developing research or other skills that will help the student keep abreast of the field and enable the student to pursue independent work.

Designated number: 6x199 (master's thesis I), 6x299 (master's thesis II)

Schedule type: master's thesis (MST)

Grade modes permitted: satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, 2-6 (master's thesis I), 2 (master's thesis II)

Credit-to-contact ratio: One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

DISSERTATION I, DISSERTATION II

A dissertation is a highly individualized investigative study that results in the development and writing a scholarly, comprehensive paper. The dissertation must demonstrate that the student has acquired the ability to conduct research in a discriminating and original manner. The dissertation should make a significant enough contribution to the field in which it is written that at least one scholarly article suitable for publication in a professional journal may be derived from it or that the findings of the dissertation would be otherwise publishable.

Designated number: 8x199 (dissertation I), 8x299 (dissertation II)

Schedule type: dissertation (DSR)

Grade modes permitted: satisfactory/unsatisfactory, in-progress*

Variable credit permitted: no; courses are 15 credits each

Credit-to-contact ratio: One credit hour is awarded for one clock hour in a standard week of a 15-week semester, or for 15 clock hours in a semester.

DISTANCE LEARNING

A course designated as "distance learning" is a classroom-type course (i.e., the course is not an internship or individual investigation as two examples) whereby ~~Distance learning takes place when~~ the instructor and students are separated by location and/or time, but are able to communicate through the use of technology such as videoconferencing and the Internet. The exchange between instructor and students may be synchronous or asynchronous and may be a hybrid delivery, whereby a specific percentage of in-class activities are required. Regular and substantive interaction between the instruction and students must occur.

Credit-to-contact ratio: Credit hours are determined as the equivalent amount of instruction and student effort leading to equivalent learning outcomes as required for the on-campus instructional delivery as defined above.

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

COURSE NUMBERING

The second and third digits of the course number may be assigned at the discretion of the department. The fourth and fifth digits of the course number may be assigned at the discretion of the department, except for the numbers from xxx88 through xxx90, which are restricted for future expansion, and the numbers xxx~~89~~⁹⁴ through xxx99, which have the following prescribed meanings:

xxx89	International Experience	xxx96	Individual Investigation
xxx90	Study Away	xxx97	Variable Topic Colloquium
xxx91	Variable Content Seminar	xxx98	Research or Master's Project
xxx92	Practical Experience (Internship, Practicum, Field Experience, Student Teaching , Directed Practice)	xxx99	Project or Capstone
xxx93	Variable Topic Workshop	4xx99	Senior Project
xxx94	College Teaching	6x199	Master's Thesis I
xxx95	Special Topics	6x299	Master's Thesis II
		8x199	Dissertation I
		8x299	Dissertation II

SCHEDULE TYPES

The following schedule types and their Banner codes identify the course format/delivery and must comply with course type (e.g., workshop course must be identified with the workshop schedule type).

CLN	Clinical Laboratory	MPR	Master's Project
CLR	Clerkship	MST	Master's Thesis
COL	Colloquium	PRA	Practical Experience
COP	Cooperative Education		Practicum or Internship
DSR	Dissertation	PRJ	Project or Capstone
EMP	Emporium (<i>not new, just missing</i>)	PRL	Private Lesson
FLD	Field Experience	RCT	Recitation
FLT	Flight Training	RES	Research
IND	Individual Investigation	SEM	Seminar
INT	International Experience	SRP	Senior Project or Honors Thesis
LAB	Laboratory	STA	Study Away
LEC	Lecture	STU	Studio
LLB	Combined Lecture and Laboratory	WSP	Workshop

* [An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.](#)

** [Any undergraduate course with the number xxx89, \(international experience\), xxx90 \(study away\), xxx92 \(practical experience\), xxx98 \(research\) or xxx99 \(project or capstone\) fulfills students' experiential learning requirement \(ELR\). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.](#)

DEFINITION OF COURSE INSTRUCTIONAL FORMATS

LECTURE

A lecture is formalized instruction, conducted on- or off-campus (including educational field trips), in which the instructor presents an educational experience to students, applying any combination of instructional methods. This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all the students in the class. Students will be expected to work on out-of-class assignments on a regular basis over the length of the course, which will normally average two hours of out-of-class study for each hour of formal class activity. This out-of-class study shall not be counted as part of the lecture hour for credit.

Designated number: none

Schedule type: lecture (LEC)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

LABORATORY

A laboratory is an educational activity with students conducting experiments, perfecting skills, practicing procedures or completing simulation experiences under the direction of a faculty member.

Designated number: none

Schedule type: laboratory (LAB)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio:

- For laboratory instruction that requires little or no out-of-class study, one credit hour is awarded for three nominal hours (150 clock minutes or 2.5 clock hours) in a standard week of a 15-week semester, or for 45 nominal hours (37.5 clock hours) in a semester.
- For laboratory instruction that is supplemented by out-of-class assignments that normally average one hour of out-of-class study to prepare for or follow-up the laboratory experience, one credit hour is awarded for two nominal hours (100 clock minutes) in a standard week of a 15-week semester, or for 30 nominal hours (25 clock hours) in a semester.

CLINICAL LABORATORY

A clinical laboratory allows for medical- or healthcare-focused experimental work where students meet at a health-related agency rather than in on-campus laboratory facilities to test, observe, experiment or practice a profession in a hands-on environment. A Kent State faculty member or a university-approved skilled practitioner (preceptor) directly supervises the clinical instruction.

Designated number: none

Schedule type: clinical laboratory (CLN)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: Credit hour is awarded on the same basis as a laboratory course.

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

COMBINED LECTURE AND LABORATORY

A combined lecture and laboratory integrates both activities into one course with one grade.

Designated number: none

Schedule type: combined lecture/laboratory (LLB), lecture (LEC), laboratory (LAB)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: Credit hour is awarded on the same basis as lecture and laboratory courses and dependent on how the credit hours are allocated for each instruction.

Example: A 3-credit combined lecture/laboratory course (with lab having out-of-class study) in a standard week of a 15-week semester can be broken down in any of these ways:

- 2 credits lecture + 1 credit laboratory = two nominal hours (100 clock minutes) lecture per week + two nominal hours (100 clock minutes) laboratory per week
- 1.5 credits lecture + 1.5 credits laboratory = one-and-a-half nominal hours (75 clock minutes) lecture per week + three nominal hours (150 clock minutes) laboratory per week
- 1 credit lecture + 2 credit laboratory = one nominal hour (50 clock minutes) lecture per week + four nominal hours (200 clock minutes) laboratory per week

SPECIAL TOPICS

Special topics courses are used to sample new offerings to determine whether or not formal adoption is desirable. Academic units may offer a specific topic under this course designation a maximum three times prior to full curricular review to become a regular course. Specific offerings under this course designation cannot be required in an academic program. The full title of the course includes the words "Special Topics," and the individual title of each offering begins with "ST:" in the *Schedule of Classes* and is printed on each student's transcript. Special topic offerings should be approved by the departmental curriculum committee and reviewed by the college curriculum committee before being scheduled.

Designated number: xxx95

Schedule type: any schedule type

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-4

Credit-to-contact ratio: Credit hour is awarded based on the schedule type assigned.

PRACTICAL EXPERIENCE (INTERNSHIP, PRACTICUM, FIELD EXPERIENCE, STUDENT TEACHING, DIRECTED PRACTICE)

A practical experience is credit-bearing work experiences that are integrated with academic instruction and relate to an individual student's occupational goal. Students concurrently apply learned concepts to practical situations within an occupational field under some degree of supervision. The experience is coordinated by a Kent State faculty member, who assists the student in planning the experience and assigns the course grade to the student after appropriate consultation with the employer/supervisor. The student is expected to complete pre-determined assignments. Examples may include a weekly journal, final paper and experience report. Whether the practical experience is paid or unpaid is determined by state or federal regulations, an accreditor or the employer in compliance with the Fair Labor Standards Act. The term used by a program to label its practice experience may vary in the course title to accommodate the differences in accreditation nomenclature.

Designated number: xxx92**

Schedule type: practical experience (PRA)

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-12

Credit-to-contact ratio: One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

INTERNATIONAL EXPERIENCE

A Kent State faculty-led study abroad experience that integrates traditional classroom learning with experiential activities and site visits outside the United States. International experience courses may have pre- and post-travel classroom study. Course activities include, but are not limited to, classroom study, research, field work, internships and service learning. The course is created specifically for the study abroad experience; course content is not offered domestically and does not already have its own course number. The full title of the course includes the words "International Experience," and, if variable title, the individual title of each offering begins with "Intl Exp.:" in the *Schedule of Classes* and is printed on each student's transcript. International experience variable offerings should be approved by the departmental curriculum committee and reviewed by the college curriculum committee before being scheduled.

Designated number: xxx89**

Schedule type: international experience (INT) *course may also have pre-/post-travel lecture schedule type*

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-4

Credit-to-contact ratio: One credit hour is awarded for minimum one clock hour in a standard week of a 15-week semester, or for minimum 15 clock hours in a semester. No credit can be awarded for travel time.

STUDY AWAY

A Kent State faculty-led out-of-classroom experience that integrates traditional classroom learning with experiential activities and site visits within the United States. Study away courses may have pre- and post-travel classroom study. Course activities include, but are not limited to, classroom study, research, field work internships and service learning. The course is created specifically for the study away experience; course content is not offered on a Kent State campus/location and does not already have its own course number. Topics and/or content may be variable or relatively unchanged for each offering. Study away variable offerings should be approved by the departmental curriculum committee and reviewed by the college curriculum committee before being scheduled.

Designated number: xxx90**

Schedule type: study away (STA) *course may also have pre-/post-travel lecture schedule type*

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-4

Credit-to-contact ratio: One credit hour is awarded for minimum one clock hour in a standard week of a 15-week semester, or for minimum 15 clock hours in a semester. No credit can be awarded for travel time.

COOPERATIVE EDUCATION

Cooperative education is administered by the University College and is full-time off-campus paid employment that enhances students' degree program by relating theory to practice and applying what they have learned in the classroom to real-life workplace scenarios. Through a co-op experience, students explore career and academic options, test career choices, increase professional skills and earn money to contribute to educational expenses.

Designated number: COOP 20095

Schedule type: cooperative education (COP)

Grade modes permitted: complete/not complete

Variable credit permitted: no credit awarded

Credit-to-contact ratio: no credit awarded; students are expected to be working full time

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

SEMINAR

A seminar is a less formal educational experience than a lecture, in which a relatively small number of students engage in discussions directed by a faculty member. Content of course is relatively unchanged for each offering; a seminar with content that varies per offering should be designated as variable content seminar (see definition below).

Designated number: none

Schedule type: seminar (SEM)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

VARIABLE CONTENT SEMINAR

A variable content seminar has the same definition of a seminar, except that the content varies per course offering while overarching focus and learning outcomes are unchanged. Variable content seminars are not the same as special topics courses, the latter of which allows for each offering to be distinct with different learning outcomes. Specific offerings under this course designation cannot be required in an academic program. The full title of the course includes the word "Seminar," and the individual title of each offering begins with "SEM:" in the *Schedule of Classes* and is printed on each student's transcript. A seminar that has relatively unchanging content and is offered with regularity should be assigned an unreserved number (see definition above).

Designated number: xxx91

Schedule type: seminar (SEM)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: yes, between 1-4

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

WORKSHOP

A workshop is a brief, intensive and interactive educational activity, usually for a small group of people, in which the content is practical and concentrates on the acquisition of specific information or skills. The workshop's topic is relatively unchanged for each offering; a workshop with topics that varies per offering should be designated as variable topic workshop (see definition below).

Designated number: none

Schedule type: workshop (WSP)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

VARIABLE TOPIC WORKSHOP

Variable topic workshops are administered through the Office of Continuing and Distance Education and typically are directed toward professional renewal or to the mastery and application of knowledge and skills that address a narrowly defined range of problems or issues related to practice. Variable-topic workshops cannot be required in an academic program. The full title of the course includes the word "Workshop," and the individual title of each offering begins with "WKSP:" in the *Schedule of Classes* and is printed on each student's enrollee's transcript. All initial workshop offerings should be approved by departmental curriculum committees and forwarded for review by college curriculum committees. Generally, the Ohio Department of Higher Education does not support awarding graduate credit for attendance at a conference or workshop experience with limited additional work, as this does not meet

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

the rigor appropriate to graduate level work. A workshop that has relatively unchanging topics and is offered with regularity should be assigned an unreserved number (see definition above).

Designated number: xxx93

Schedule type: workshop (WSP)

Grade modes permitted: satisfactory/unsatisfactory

Variable credit permitted: yes, between 1-6

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

COLLOQUIUM

A colloquium is an exchange of scholarly information on a specific topic, usually in a small group setting with lectures by several different specialists in that field. Content of course is relatively unchanged for each offering; a colloquium with content that varies per offering should be designated as variable content colloquium (see definition below).

Designated number: none

Schedule type: colloquium (COL)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

VARIABLE CONTENT COLLOQUIUM

A variable content colloquium has the same definition of a colloquium (see definition above), except that the content varies per course offering while overarching focus and learning outcomes are unchanged. The full title of the course includes the word “Colloquium,” and the individual title of each offering begins with “COLL:” in the *Schedule of Classes* and is printed on each student’s transcript. A colloquium that has relatively unchanging content and is offered with regularity should be assigned an unreserved number.

Designated number: xxx97

Schedule type: colloquium (COL)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: yes, between 1-3

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

STUDIO

A studio is a workplace for the teaching or practice of an art.

Designated number: none

Schedule type: studio (STU)

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes

Credit-to-contact ratio:

- For studio instruction that requires little or no out-of-class study, one credit hour is awarded for three nominal hours (2.5 clock hours or 150 clock minutes) in a standard week of a 15-week semester, or for 45 nominal hours (37.5 clock hours) in a semester.
- For studio instruction that is supplemented by out-of-class assignments that normally average one hour of out-of-class study to prepare for or follow-up the studio experience, one credit hour is awarded for two nominal hours (100 clock minutes) in a standard week of a 15-week semester, or for 30 nominal hours (25 clock hours) in a semester.

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student’s extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students’ experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

EMPORIUM

An emporium is offered in a computer-learning center utilizing software to provide an essential resource for students working collaboratively in a problem-based instructional setting or to provide individualized pathways that allow students to progress through the curriculum, based on assessment results of their mastery of the material. An instructional team provides student assistance.

Designated number: none

Schedule type: emporium (EMP)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

RECITATION

A recitation is a less formal educational experience than a lecture with a smaller number of students, or a subsection of a larger (lecture) course, designed to include more time for discussion, questions and answers directly related to the lecture course and/or for students to demonstrate the application of ideas, theories or methods.

Designated number: none

Schedule type: recitation (RCT)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: no

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

CLERKSHIP

A clerkship applies only to the podiatric medical training program, during which students in third and fourth years of medical school are required to participate in clinical sciences and patient care. Clerkships expose students to all facets of podiatric medicine and surgery in the hospital, surgery center, professional office and other clinical settings. In addition to podiatric clerkships, students are required to complete clerkships in general medicine. Elective and international clerkships may also be available. The student clerk gains essential experience managing the care of patients and learning the roles and responsibilities a podiatric physician. They also witness first-hand the interaction with other health-care professionals. They are expected to observe and participate in patient care including the performance of basic podiatric and medical procedures under direct supervision. Students elicit patient histories, complete physical examinations, write progress notes, and assist in surgeries and medical procedures. Students are evaluated by the clerkship coordinator at each affiliated site. No stipend or pay is provided to the students.

Designated number: none

Schedule type: clerkship (CLR)

Grade modes permitted: satisfactory/unsatisfactory, in-progress*

Variable credit permitted: no; courses are 4 credits each

Credit-to-contact ratio: Four credit hours are awarded for a clerkship that typically comprises five mandatory months and one optional month of rotations, during which the work hours are that of a full-time job (i.e., 40 clock hours per week), generally similar to that of medical residents. Students may also be required to work on weekends and to be on call.

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

FLIGHT TRAINING

Flight training comprises individualized practical flight instruction in aircraft and associated ground-based instruction in aircraft flight theory. Flight training is offered under the authority of an Air Agency Certificate issued by the Federal Aviation Administration (FAA) under 14 Code of Federal Regulations Part 141. Flight instruction is offered in the form of flight courses composed of instructional blocks made up of flight lessons that comply with standards of proficiency and competency stipulated in the FAA-approved Training Course Outline and Federal Aviation Regulations Parts 61 and 141.

Designated number: none

Schedule type: flight training (FLT)

Grade modes permitted: letter

Variable credit permitted: yes, between 1-3

Credit-to-contact ratio:

- Three credit hours are awarded for a minimum 45 hours† of flight instruction in aircraft and 30 hours of ground-based flight theory instruction towards the Private Pilot Certificate in a standard 15-week semester.
- Two credit hours are awarded for a minimum 17 hours† of flight instruction in aircraft and 15 hours of ground-based flight theory instruction towards the Commercial Pilot Flight I, II, III, Instrument Rating, Flight Instructor Airplanes in a standard 15-week semester
- One credit hour is awarded for a minimum 14 hours† of flight instruction in aircraft and 10 hours of ground-based flight theory instruction towards the Multi-Engine Pilot Flight Rating, Advanced Multi-Engine Pilot Flight Rating and the Multi-Engine Flight Instructor Rating in a standard 15-week semester.

† In the context of flight training hours, flight time is measured in Hobbs time, which is an aeronautical equivalent of clock hours. As dictated by equipment related constraints, pilot health and weather conditions, the total actual flight time will exceed the stipulated minimum number of flight hours in aircraft and associated number of hours of ground-based flight theory instruction.

APPLIED MUSIC LESSON

An applied music lesson is one-on-one instruction in a performance medium with a separate group studio, during which students perform and are critiqued by the instructor and their peers, and practice outside the lesson and studio session.

Designated number: none

Schedule type: private lesson (PRL)

Grade modes permitted: letter

Variable credit permitted: no; courses are either 2 or 4 credits

Credit-to-contact ratio:

- Two credit hours are awarded for a minimum 30-minute private lesson, a one-nominal-hour (50 minutes) group studio and an expectation of seven clock hours of outside practice in a standard week of a 15-week semester.
- Four credit hours are awarded for a minimum one-clock-hour private lesson, a one-nominal-hour (50 minutes) group studio and an expectation of 14 clock hours of outside practice in a standard week of a 15-week semester.

COLLEGE TEACHING

College teaching is designed to provide supervision and/or instruction in the special aspects of college teaching.

Designated number: xxx94

Schedule type: lecture (LEC)

Grade modes permitted: letter, satisfactory/unsatisfactory

Variable credit permitted: yes, between 1-3

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

INDIVIDUAL INVESTIGATION

An individual investigation (or independent study) is a student-initiated experience to pursue an area of interest not covered by a regular course offering, with the guidance of a Kent State faculty member. The faculty member, who teaches such courses, has the primary responsibility to decide the subject content, objectives to be achieved and the effort to be expended by the student, and personally provides whatever instruction is required. The student is expected to complete pre-determined assignments, which may include a final research paper and a presentation on the findings of the study. The faculty member periodically assesses the student's progress, determines the evaluation methods of the work presented and assigns the final grade. Independent investigation should not be confused with individualized instruction, which is the teaching of a regular, existing course to a single student. Individualized instruction is offered only when the department or school is not offering a course according to the schedule or with sufficient frequency and it is needed by a student for a critical reason. In the case of an individualized instruction, the student should be registered into a section of the regular course, and not an individual investigation course, so that completion of the course is accurately reflected on the student's transcript.

Designated number: xxx96

Schedule type: individual investigation (IND)

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-3

Credit-to-contact ratio: One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

RESEARCH

Individual enrollment for research is used to award credit for work carried out by a student under the supervision of a faculty member. The work is designed to promote inquiry on a topic, and it normally should result in a paper or some other appropriate product.

Designated number: xxx98**

Schedule type: research (RES)

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-6

Credit-to-contact ratio: One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

PROJECT OR CAPSTONE

A project or capstone (with may include a senior or honor's thesis) culminates in a scholarly, comprehensive paper or project that integrates knowledge attained through coursework, research experience. The paper or project demonstrates competence in a given academic field or profession and makes a contribution within a well-defined theoretical, applied or creative knowledge domain. It may include, but is not limited to, such products as original empirical research projects, case studies, reports or research results, theoretical or applied design projects, manuscripts for professional journals, theoretical essays, creative works and projects for identified clients.

Designated number: xxx99**

Schedule type: project or capstone (PRJ)

Grade modes permitted: letter, satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, between 1-9

Credit-to-contact ratio: One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

MASTER'S THESIS

A master's thesis is a highly individualized investigative study that results in the development and writing a scholarly, comprehensive paper. The thesis topic is formulated by the student in consultation with the advisor and should be one that will further the student's educational development by developing research or other skills that will help the student keep abreast of the field and enable the student to pursue independent work.

Designated number: 6x199 (master's thesis I), 6x299 (master's thesis II)

Schedule type: master's thesis (MST)

Grade modes permitted: satisfactory/unsatisfactory, in-progress*

Variable credit permitted: yes, 2-6 (master's thesis I), 2 (master's thesis II)

Credit-to-contact ratio: One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

DISSERTATION

A dissertation is a highly individualized investigative study that results in the development and writing a scholarly, comprehensive paper. The dissertation must demonstrate that the student has acquired the ability to conduct research in a discriminating and original manner. The dissertation should make a significant enough contribution to the field in which it is written that at least one scholarly article suitable for publication in a professional journal may be derived from it or that the findings of the dissertation would be otherwise publishable.

Designated number: 8x199 (dissertation I), 8x299 (dissertation II)

Schedule type: dissertation (DSR)

Grade modes permitted: satisfactory/unsatisfactory, in-progress*

Variable credit permitted: no; courses are 15 credits each

Credit-to-contact ratio: One credit hour is awarded for one clock hour in a standard week of a 15-week semester, or for 15 clock hours in a semester.

DISTANCE LEARNING

A course designated as "distance learning" is a classroom-type course (i.e., the course is not an internship or individual investigation as two examples) whereby the instructor and students are separated by location and/or time, but are able to communicate through the use of technology such as videoconferencing and the Internet. The exchange between instructor and students may be synchronous or asynchronous and may be a hybrid delivery, whereby a specific percentage of in-class activities are required. Regular and substantive interaction between the instruction and students must occur.

Credit-to-contact ratio: Credit hours are determined as the equivalent amount of instruction and student effort leading to equivalent learning outcomes as required for the on-campus instructional delivery as defined above.

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.

COURSE NUMBERING

The second and third digits of the course number may be assigned at the discretion of the department. The fourth and fifth digits of the course number may be assigned at the discretion of the department, except for the numbers from xxx88 through xxx90, which are restricted for future expansion, and the numbers xxx89 through xxx99, which have the following prescribed meanings:

xxx89	International Experience	xxx96	Individual Investigation
xxx90	Study Away	xxx97	Variable Topic Colloquium
xxx91	Variable Content Seminar	xxx98	Research
xxx92	Practical Experience (Internship, Practicum, Field Experience, Student Teaching, Directed Practice)	xxx99	Project or Capstone
xxx93	Variable Topic Workshop	6x199	Master's Thesis I
xxx94	College Teaching	6x299	Master's Thesis II
xxx95	Special Topics	8x199	Dissertation I
		8x299	Dissertation II

SCHEDULE TYPES

The following schedule types and their Banner codes identify the course format/delivery and must comply with course type (e.g., workshop course must be identified with the workshop schedule type).

CLN	Clinical Laboratory	MST	Master's Thesis
CLR	Clerkship	PRA	Practical Experience
COL	Colloquium	PRJ	Project or Capstone
COP	Cooperative Education	PRL	Private Lesson
DSR	Dissertation	RCT	Recitation
EMP	Emporium	RES	Research
FLT	Flight Training	SEM	Seminar
IND	Individual Investigation	STA	Study Away
INT	International Experience	STU	Studio
LAB	Laboratory	WSP	Workshop
LEC	Lecture		
LLB	Combined Lecture and Laboratory		

* An in-progress mark may be permitted if there is an expectation that students will not be able to complete all assignments by the end of the course. Documentation is required for that mark consideration. An in-progress mark should not be confused with an incomplete mark, which is given to a student who—due to that student's extenuating circumstance—is unable to complete the required work between the course withdrawal deadline and end of class.

** Any undergraduate course with the number xxx89, (international experience), xxx90 (study away), xxx92 (practical experience), xxx98 (research) or xxx99 (project or capstone) fulfills students' experiential learning requirement (ELR). Developers of these courses do not need to request the attribute; it is assigned automatically by the Office of Curriculum Services.