

Instructional Format Subcommittee: 2.11.2015

➤ **Instructional Formats Left to Be Discussed:**

Capstone
Project-Based

➤ **Options Available Currently in CIM:**

Administrative Placeholder
Clinical Rotation
Cooperative Education
Discussion
Field Work
Independent Study
Internship
Laboratory
Lecture
Lecture and Lab

Physical Activity
Practicum
Problem Session
Recital, Performance, Ensemble
Recitation
Research
Seminar
Student Teaching
Studio
Thesis and Dissertation

➤ **How to implement changes in instructional formats.**

➤ **Modes of Delivery:** *Notes from previous meeting*

Delivery Format	Definition	Code	
<u>HYBRID</u>	<ul style="list-style-type: none"> A hybrid course is one in which some course content is delivered in class and some is delivered online in either a synchronous or asynchronous method. A hybrid course uses both face-to-face and online instruction modes and meets face-to-face for 25% - 75% of the course contact hours. The terms blended, and mixed-method instruction reflect this type of blended instruction. 	HYB	<p>When enrolling in a course or section with one of these modes of delivery, the student needs to know:</p> <ul style="list-style-type: none"> If they need to have access to a computer with internet connectivity If the class is 100% online or not No difference in course content or learning outcomes.
DISTANCE EDUCATION	<ul style="list-style-type: none"> 50% or more of the instruction is delivered online in either a synchronous or asynchronous method. Funding and support is provided by DELTA 	DE	
<u>ONLINE</u>	<ul style="list-style-type: none"> 100% of the course instruction is delivered online. Students are not required to come to campus for any portion of the instruction. 	ONL	<p>Notes: Can an attribute be created to identify/track sections of a course being delivered in one of these format? – Perhaps section number identifier like 601 sections for DELTA as a way to make students aware when registering? Should pop-up appear when student clicks on section as notice?</p> <p>Need statement about contact hours for these formats. While online instruction is not traditional method, it is considered contact hours in a blended learning environment.</p>
<u>FLIPPED</u> <i>Remove as a mode of delivery</i>	<ul style="list-style-type: none"> Flip teaching (or flipped classroom) is a form of blended learning in which students learn new content outside of class via online format and problem-solving/homework is done in class with the instructor offering more personalized guidance and interaction with students. Course is "flipped" from the normal in-class lecture/out-of-class problem-solving format. 	FLP	<p>Course content delivered using these models must be of sufficient scope and rigor to ensure the deliverables are comparable to the campus-based course.</p>
<u>Face-to-Face</u>	<ul style="list-style-type: none"> 100% of the course instruction is delivered Face-to-Face. 		
<u>Remote/Site-Based</u>	<ul style="list-style-type: none"> Off-campus site-based classroom instruction. 		

Course Instructional Format Standards 2014

Instructional Formats	Definition	Contact Hour/Credit Hour Ratio	Detail	SIS Code
The following formats are identified by UNC-GA for reporting				
<u>Lab</u>	A course requiring scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in 210 designated spaces. <i>(See detail section for expanded definition)</i>	SC 3:1 NSC 2:1	<p><u>Contact Hours:</u></p> <ul style="list-style-type: none"> • <u>Completely Self-Contained (SC)</u>: 3 contact hours = 1 credit hour (3:1) • <u>Non-Self-Contained (NSC)</u> (requires outside preparation by student): 2 contact hours = one credit hour (2:1) <p><u>Expanded Definition:</u> Laboratory describes a class in which all students are “practicing” an application of a scientific or technical nature that, for the most part, has already been delivered in the lecture class. Content in a lab is based on theory or content from an associated course. Further, all the students in the room are following a similar set of instructions. Because it is instruction-based, it requires less minute-to-minute responsibility for the faculty member to interact with individual students than in a studio. The role is facilitation of students in an exercise-oriented activity for which there is a single goal or outcome.</p>	LAB
<u>Studio</u>	A course requiring visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment. <i>(See detail section for expanded definition)</i>	1.5:1	<p><u>Contact Hours:</u></p> <ul style="list-style-type: none"> • 1.5 contact hours constitutes one credit hour (1.5:1) <p><u>Expanded Definition:</u> Studio describes a class in which all students are engaged in creative or artistic activities, which are new and unique and not formulated in a lecture setting. Every student in the room is performing a creative activity to obtain a specific outcome. Because it is not instruction-based, this requires more minute-to-minute responsibility for the faculty member to engage individual students towards their goal.</p>	STD
<u>Lecture</u>	A course requiring the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline by an expert or qualified representative of the field or discipline.	1:1		LEC
<u>Seminar</u>	A course requiring students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.	1:1		SEM

Course Instructional Format Standards 2014

<u>Student Teaching</u>	A course requiring students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.	10:3 20:6 30:9 40:12	10 contact hours (1/4 time) = 3 credit hours 20 contact hours (1/2 time) = 6 credit hours 30 contact hours (3/4 time) = 9 credit hours 40 contact hours (full-time) = 12 credit hours	TEA
<u>Practicum</u>	A course requiring students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert or qualified representative of the field or discipline.	10:3 20:6 30:9 40:12	10 contact hours (1/4 time) = 3 credit hours 20 contact hours (1/2 time) = 6 credit hours 30 contact hours (3/4 time) = 9 credit hours 40 contact hours (full-time) = 12 credit hours	PRA
<u>Clinical</u>	A course requiring medical- or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.	Variable (See detail section)	Contact Hours vary depending on the requirements for the clinical experience.	CLN
<u>Internship, or Field Experience or Cooperative Education</u>	A course requiring students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.	10:3 20:6 30:9 40:12	10 contact hours (1/4 time) = 3 credit hours 20 contact hours (1/2 time) = 6 credit hours 30 contact hours (3/4 time) = 9 credit hours 40 contact hours (full-time) = 12 credit hours <i>This instructional format does not apply to the Cooperative Education Program – Co-Op is not a course component at NC State.</i>	INT, FWK
<u>Lecture and Lab</u>	A course that requires the combined attributes of a Lecture course and a Lab course.	Variable (See detail section)	Contact hours should be an aggregate of the contact hours for lecture and lab based on the existing lecture and lab contact hour guidelines	LLB
<u>Recital, Performance, or Ensemble</u>	A course requiring recital-, performance-, or ensemble-focused experiential work, including individual lessons, where students, through practice or rehearsal, engage in the creative and artistic act of performing works of music, dance, or theatre for a jury or audience."	Variable (See detail section)	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester per credit applies.	PRF
<u>Physical Activity</u>	A course requiring students to participate in physical training, physical conditioning, or other physical exercise activities, sports, or games.	2:1	<u>Expanded Definition:</u> A course instructed by faculty requiring students to participate in a physical activity to apply skills and/or techniques that are delivered in the lecture portion of the class. The physical activity develops fundamental psychomotor skills and health-related fitness components.	ACT
<u>Recitation</u>	A course requiring the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline led by a teaching assistant or instructor under the guidance of a permanent faculty member, which often supplements or expands upon the content of a	1:1	<u>Expanded Definition:</u> Recitation: To describe a required and potentially graded course component of no more than 50-minutes per week that <i>introduces new or substantively more complex supportive material</i> relative to the normative course component. Such component shall convey 1 credit hour.	REC

Course Instructional Format Standards 2014

	related or co-requisite course. (See detail section for expanded definition)		Introduces new material and student will receive <u>credit</u> . 1 contact hour (50min) = 1 credit hour	
<u>Research</u> (Undergraduate)	Faculty-supervised individual or group research related to a specific interest or academic discipline. Contract required. Syllabus optional.	42:1		RSC
<u>Individual Study</u> (Independent Study)	A course requiring students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as Internship, Field Experience, Cooperative Education, Practicum, Recital, Performance, or Ensemble. Contract required. Syllabus optional.	Variable (See detail section)	<i>Independent Study.</i> Credit and contact hours are determined on an individual student basis with the assigned faculty member and department head but may be no more than 6 credits per student.	IND
The following formats were identified as instructional formats for NC State course offerings but not identified by UNC-GA for reporting				
<i>Special Topics</i>	A special topics course is a course offering on an experimental basis or as needed to present materials not normally available in regular course offerings. Limit of 2 offerings as a special topic. Syllabus and topic ID required for each offering.	Variable (See detail section)	Credit and contact hours should follow the contact hour guidelines for the type of instructional format being used for the offering. No more than 2 offerings of a course as a special topic is permitted.	STP
<i>Special Problems</i>	Faculty-supervised academic study in the discipline or field involving 2 or more students focused around a central theme. Syllabus or contract required. Topic ID required for each offering. This is not to be used for a special topics course offering.	Variable (See detail section)	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester per credit applies.	SPR
Capstone	A course leading to a summative product such as a project, a paper, a proposal, or a performance that brings together knowledge from the discipline.	Variable (See detail section)	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester per credit applies.	CPS
Project-Based	To be determined	Variable (See detail section)	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester per credit applies.	
<i>Lecture and Project</i>	A course that requires the combined attributes of a Lecture course and Project course.	Variable (See detail section)	Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester per credit applies.	LPR
<i>Discussion or Problem Session</i>	A required session where students can discuss course material, get answers to questions and practice problems under the supervision of the	1:0	<u>Expanded Definition:</u> Problem or Discussion Session: To describe a required and potentially graded course component of no more than 50-minutes per week that	PRB or DIS

Course Instructional Format Standards 2014

	instructor or teaching assistant. <i>(See detail section for expanded definition)</i>		introduces <i>no new or substantively more complex supportive material</i> relative to the normative course component. Such component shall convey no credit hours. (1 contact hour (50 min) = 0 credits)	
--	---	--	--	--