

Q2S Course Components Guidelines 11/16/09

The goal of these guidelines is to accommodate the freedom for colleges to offer courses in different formats, with the need for UCC oversight, while collecting the necessary information for Institutional Research to report to the Ohio Board of Regents (OBOR).

1. For each proposed semester course (expedited, composite and semester) OCEAN will be used to collect component information for the typical offering of the course. A rendering of what the data collection form looks like is shown in Figure 1.
 - a) OCEAN will require a primary course component that users will select from a pull-down menu of values. Available components are shown in Table 1.
 - b) Optionally, based on the course, OCEAN can collect secondary and tertiary components from a shorter list also shown in Table 1 (e.g., thesis cannot be a secondary component, but lab can).
 - c) For each component a user defines, he/she must select a yes or no checkbox indicating whether this component will ever be offered online. The default values for the component are also shown in Table 1.
 - d) Definitions for the components for use as Ohio University are provided in Appendix A.
2. The course with the values defined will be approved through the OCEAN workflow and they will be entered into the PeopleSoft course record using the mapping of standard PeopleSoft course components as shown in Table 2. Table 3 gives a list of unused standard PeopleSoft components.
3. When the individual class sections are scheduled each semester it will be assumed that the instruction mode for the class will be the default instruction mode for each component value of the course as shown in Table 2. If the scheduler specifies an instruction mode for a component of the class different from the default (i.e., course might have been approved and typically offered as a traditional lecture, but one term the department wants to offer it as a seminar or online) this information will be recorded in PeopleSoft by the scheduler.
4. Class information will be reported to Institutional Research based on the reported instruction mode that is mapped into the OBOR instruction codes as shown in Table 2.
5. A report will be generated at the end of each semester listing those classes that had non-default instruction modes.

Course Info Prereqs **Content**

Typical Course Components :

	Contact Hours per Week	No. Sections per Year	Default Section Size	Might this component be offered online?	Comments (max 100 characters)
Primary: --- SELECT ONE ---	0.0	0	0	No	
Secondary: --- OPTIONAL ---	0.0	0	0	No	
Other: --- OPTIONAL ---	0.0	0	0	No	

Figure 1: Component Data Collection Form.

Table 1: Component List Box

Proposed OU Course Component	Primary	Secondary	Other	Default Online
Lecture	X	X	X	Y
Tutorial	X			N
Seminar	X	X	X	Y
Discussion		X	X	Y
Recitation		X		Y
Laboratory	X	X	X	N
Studio	X	X	X	N
Clinical	X	X	X	N
Internship/ Practicum	X	X	X	N
Internship/Field Experience	X	X	X	N
Independent Study	X	X	X	Y
Research	X	X	X	N
Thesis/Dissertation	X			N

Table 2: Component, Format and Code Mapping

OU Course Component	PeopleSoft Component	Default Instruction Mode	OBOR Instruction Code
Lecture	Lecture	Lecture	LE Lecture
Tutorial	Tutorial	Tutorial	TU Tutorial
Seminar	Seminar	Seminar	SE Seminar
Discussion	Discussion	Discussion	DI Discussion
Recitation	Recitation ¹	Recitation	RE Recitation
Laboratory	Laboratory	Laboratory	LB Lab
Studio	Studio	Studio	ST Studio
Clinical	Clinical	Clinical	CL Clinical
Practicum	Practicum	Practicum	PR Practicum
Field Experience/ Internship	Field studies	Field Experience / Internship	FE Field Experience
Independent Study	Independent study	Independent Study	IS Individual Studies
Research	Research	Research	IS Individual Studies
Thesis/Dissertation	Thesis research	Thesis/Dissertation	IS Individual Studies
N/A	N/A	Self-paced	SP Self-paced
N/A	N/A	Hybrid Delivery	OT Other
N/A	N/A	Electronic Delivery	OT Other

Table 3: Unused PeopleSoft Components

Supervision
Continuance

¹ New PeopleSoft component.

Appendix A: Proposed Component Definitions

The table below shows proposed standard definitions that departments/schools can use to determine the proper components and instructional modes to use for their courses and classes.

Component/ Instruction mode	Definition
Lecture	A lecture is formalized instruction, conducted on or off campus, in which an educational experience prepared by the teacher is presented to students through any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques.
Tutorial	A tutorial is an educational experience in which individual students or small groups of students are tutored by a faculty member or qualified individual.
Seminar	A seminar is an educational experience that is less formal than a lecture class, in which a relatively small number of students engage in discussions that are directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical situations.
Discussion	Discussion is an instructional format in which the observations made in the lab are further discussed. This may also be a formal class in which discussion, rather than lecture, is the pedagogical structure.
Recitation	Recitation is an educational activity in which small breakout groups meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.
Laboratory	A laboratory is an educational activity in which students conduct experiments, perfect skills, or practice procedures or practice, perform, or produce under the direction of a faculty member.
Studio	A studio is an educational activity in which students practice, perform, or produce under the direction of a faculty member. It is typically used to describe music, performance art, and theater courses.
Clinical	A clinical is a laboratory section which meets at a health-related agency facility in lieu of on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. A clinical laboratory applies only to health technology programs.

Component/ Instruction mode	Definition
Practicum	A practicum is an on- or off-campus work experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. The practicum is coordinated by a faculty member who visits the student on a regular basis, provides the final grade, and teaches at least one course on the campus.
Field Experience/ Internship	Field experience is a planned work activity which relates to an individual student's occupational objectives, and which is taken in lieu of elective or required courses in his or her program with the permission of a faculty advisor. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his or her supervisor, and assigns the course grade to the student after the appropriate consultation with the employer or supervisor.
Independent Study	Independent Study is an educational activity in which a faculty member works with a student or small group of students.
Research	During research, a student performs a systematic inquiry, investigation and analysis of data in order to increase knowledge, test hypothesis, and arrive at conclusions under the direction of a faculty member.
Thesis/Dissertation	Thesis and Dissertation are substantial scholarly papers written as a requirement for a graduate degree in an academic discipline.
Electronic Delivery ²	Electronic delivery is an educational activity in which the mode of instruction primarily utilizes (more than 80% of the course content) electronic mediums such as the internet, video recordings, or audio recordings.
Hybrid Delivery ²	Hybrid delivery is an educational activity in which the mode of instruction utilizes (more than 30% to less than 80% of the course content) electronic mediums such as the internet, video recordings, or audio recordings.
Self-Paced ²	Self-paced is a mode of instruction in which individuals in a course may progress at their own pace. This includes independent learning.

² Instruction mode only.