

# HEI Course Classification

**Course Section Type:** Multiple descriptors may be used.

- **Lecture (LE):** A lecture is formalized instruction, conducted on or off campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques.
- **Discussion (DI):** Used most often in conjunction with a lab to describe an instructional format in which the observations made in the lab are further discussed. This may be a formal class in which discussion, rather than lecture, is the pedagogical structure.
- **Seminar (SE):** A seminar is an educational experience which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions which 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.
- **Recitation (RE):** Use this category to describe small breakout groups which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.
- **Lab (LB):** A laboratory is an educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member.
- **Clinical (CL):** A clinical laboratory applies only to health technology programs. A clinical is a laboratory section which meets at a health-related agency facility in lieu of on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. The instructor assigned to teach clinical laboratory sessions will be a full- or part-time faculty member.
- **Practicum (PR):** 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. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on the campus.
- **Field Experience (FE):** Field experience is planned, paid work activity which relates to an individual student's occupational objectives, such as geology or archaeology, and which is taken in lieu of elective or required courses in his 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 at least once during the quarter or semester, and assigns the course grade to the student after the appropriate consultation with the employer or supervisor.
- **Cooperative Education (CO) Program:** A cooperative education program is a partnership between students, institutions of higher education, and employers that formally integrates students' academic study with work experience in cooperating employer organizations and that meets all of the following conditions:
  1. Alternates or combines periods of academic study and work experience in appropriate fields as an integral part of student education;
  2. Provides students with compensation from the cooperative employer in the form of wages or salaries for work performed;

3. Evaluates each participating student's performance in the cooperative position, both from the perspective of the student's institution of higher education and the student's cooperative employer;
4. Provides participating students with academic credit from the institution of higher education upon successful completion of their cooperative education;
5. Is part of an overall degree or certificate program for which a percentage of the total program acceptable to the chancellor of the Ohio board of regents involves cooperative education.

*(Reporting Note: Coops must be paid and must be for credit; they are integrated into the program and usually required; often alternating with academic work)*

- **Internship Program (IN):** An internship program is a partnership between students, institutions of higher education, and employers that formally integrates students' academic study with work or community service experience and that does both of the following:
  1. Offers internships of specified and definite duration;
  2. Evaluates each participating student's performance in the internship position, both from the perspective of the student's institution of higher education and the student's internship employer.

An internship program may provide participating students with academic credit upon successful completion of the internship, and may provide students with compensation in the form of wages or salaries, stipends, or scholarships.

*(Reporting Note: Internships may be paid and may be for credit; they are usually one off activities rather than alternating as with coops)*

- **Studio (ST):** Studio is used to describe music, performance art, and theater courses.
- **Individual Studies (IS):** Use this category to describe course sections in which a faculty member works with a student or small group of students. Individual Studies may be associated with coursework or with Master's and Doctoral level requirements.
- **Tutorial (TU):** Use this category if individuals or groups of individuals are tutored by a faculty member or qualified individual.
- **Self-paced (SP):** Use this category if individuals in a course may progress at their own pace. Include independent learning.
- **Other (OT):** Use this category to indicate types of course sections that are not described by the above categories.
- **CCP on-campus (OC):** This College Credit Plus course is being taught at a campus of the offering institution. *Effective AU2015.*
- **CCP on-line (OL):** This College Credit Plus course is being taught online. *Effective AU2015.*
- **CCP off-campus with college instructor (CI):** This College Credit Plus course is being taught off-campus and the instructor is a college faculty member. *Effective AU2015.*
- **CCP off-campus with HS instructor as adjunct (HI):** This College Credit Plus course is being taught off-campus and the instructor a high school faculty member who has been trained to teach the course as an adjunct. *Effective AU2015.*