Curriculum Management Subcommittee

Changes to instructional method and schedule types

To be implemented summer 2017

Updated January 22, 2018

Proposal to change the process of designating classes in Banner. The following proposal is being developed to:

1. Help us in the scheduling of classes to ensure we are meeting contact hour requirements;
2. Help students know more about the classes they will be taking (these categories show in the Self Service Banner “Lookup Classes” screens);
3. Be able to accurately reflect the student experience; and
4. Be able to track courses to ensure students have a rich educational experience.

Our new system involves four basic categories of instructional method (three of these have additional subcategories) and multiple section types. Each instructional method and section type are defined at the end of this document.

|  |  |
| --- | --- |
| ***Instructional Method*** | ***Section Type (note that some are used with more than one instructional method)*** |
| Face to Face Instruction | Independent Study |
|  | Lab |
|  | Lab (extended) |
|  | Lecture |
|  | Performance Course |
|  | Program Capstone |
|  | Program Requirement |
|  | Seminar |
|  | Tutorial |
|  |  |
| Online - 2 sub categories: 1) synchronous or 2) asynchronous | Online (traditional course) |
|  | Program Capstone |
|  | Program Requirement |
|  | Tutorial |
|  |  |
| Hybrid – half online and half face to face | Hybrid (traditional course) |
|  | Lab |
|  | Program Capstone |
|  | Program Requirement |
|  | Tutorial |
|  |  |
| Experiential - 2 sub-categories: 1) entirely off campus or 2) any on-campus component | Field Experience |
|  | Independent Study |
|  | Internship |
|  | Practicum |
|  | Research Project |
|  | Thesis |

**Instructional method:**

Our current system is TR (traditional) or NT (non-traditional), but this seems to be inconsistently applied. Thus, we have the opportunity to clearly designate instructional methods, thus providing more information for students about the course expectations.

The new instructional method designations are:

F**ace-to-Face** – This is traditional face-to-face meeting and would include all lectures, labs, tutorials, seminars, music performance, and other face-to-face types of instruction

**Online (asynchronous meeting)** – This is the traditional, generally self-paced online format.

**Online (synchronous meeting) –** this should be used if any of the meeting occurs at the same time for all course participants. Information about any synchronous meetings must be included in the section text

**Hybrid –** half online and half face-to-face. This designation should be used if instruction is provided both faceto-face and online. The meeting pattern or section text should be used to indicate the timing of class meeting.

**Experiential (off campus) –** The entire experience occurs off campus examples include internships (without a required seminar), practica, student teaching, research travel, field experiences (without required meetings on campus)

**Experiential (Canisius) -** An experiential learning course with a campus component– examples include internships (if there is a required seminar/meeting), courses involving travel experiences that meet face to face, research that includes meeting face to face, field experiences (with any required meetings with Canisius personnel). Information about the required on-campus meetings should be provided in a meeting pattern (if it meets regularly) or in the section text (if there are infrequent or limited meeting times)

***Definitions of Section types (please note that it is understood that courses may use multiple modalities, but the primary type should be indicated)***

**Field Experience** – a learning opportunity that involves substantial experiential learning opportunities for the students with instructors where students are putting knowledge into action as part of the course expectations. This may be applied to ***student teaching*** where students are observing and working with classroom teachers, students in a ***course that involves extensive travel*** to view/experience what is learned about a topic, or other structured study experience. Much of the time required to meet credit hour requirements is spent in the designated field setting.

**Hybrid –** a course that is 30-70% online. Hybrids with less than 30% online should use the primary section type (e.g. lecture or seminar)

**Independent Study** – a learning opportunity in which the faculty member helps direct the topics and depth of study, but the student is responsible for learning the material on their own. Faculty contact time with the student is lower than expected in a tutorial and more of the time required to meet credit hour requirements is spend by independent work on the part of the student.

**Internship** – a learning opportunity that provides students the opportunity to apply material they have learned in other courses into action in a professional setting. This generally involves working with a company or other organization to gain professional experience related to the student’s academic interests. The required academic component may be delivered through traditional, online, or hybrid means. (note that student teaching is included in field

experience above and practicums have a separate category)

**Joint Program Place Holder** – (this code is only used administratively for students who are enrolled in a joint program and taking credits at a different university)

**Lab –** a course that focuses on student activity related to the material that is learned in an affiliated lecture/seminar course. Lab courses meet 1-1.5 contact hours for each credit hour and must be scheduled in a standard time block.

**Lab (extended) –** a course that focuses on student activity related to the material that is learned in an affiliated lecture/seminar. ***Extended lab*** courses require minimally 2 contact hours for each credit hour (and often more than that).

**Lecture –** a course that involves extensive instruction by the faculty member, generally providing background material, explanation of concepts, and/or clarification of course content.

**Online** – a course that is completed entirely or primarily online

**Performance Course –** A course that focuses on preparation for and performance of student work. This designation should be used for all music ensembles and music lessons. It may apply to other coursework if the course is focused on student “performance”.

**Practicum** – A required course designed for the preparation of managers, clinicians and other professionals. A practicum must include intense one-on-one direct supervision by a credentialed supervisor and practical application of previously studied theory. Any required academic component may be delivered through traditional, online, or hybrid means. The student is required to complete a predetermined number of skill application hours over the

course of the term. At Canisius, this is only available to Athletic Training, Sports Management, Sports Medicine, Counseling, and Medical Laboratory Science programs.

**Prior Learning Assessment –** This designation is used for specific programmatic (generally graduate) requirements that are demonstrated by a student’s prior activities and are verified through an assessment of the student’s skills (e.g., an internship might not be required if the student had met the requirements of the program through work experience). *This section type should not be scheduled in advance, but would be used if a student receives credit for this type of activity. An additional fee to assess the student’s skills is required.*

**Program Capstone –** a course that serves to integrate a major’s or program’s learning experiences. This

designation should only be used for courses that should be taken after students have completed other requirements (although final requirements may be taken concurrently), that draw on material learned from earlier courses and/or experiences, and that require integration of prior knowledge

**Program requirement** – this designation should be used for specific non-course-based requirements for students to graduate in a particular major or program. For example, if students must take a specific licensure exam and pass it before they graduate, but it is not linked to a specific course, used this designation. This will generally be used for 0-credit designated activities.

**Research Project –** designation for a course in which the student performs independent research. The research may be part of a team or part of a faculty-led research project, but the student’s learning occurs through completing research activities.

**Seminar –** a seminar course is one in which the students take responsibility for much of the learning. These may take many forms from courses in which most of the presentations are prepared and given by students to courses in which the students are developing and leading the direction of the information studied in the course.

**Study Abroad –** These courses are specific to programs in which students learn at another educational institution in a different country and are receiving Canisius credit for courses through the other institution.

**Thesis** – an extended research project that involves the student’s research and results in a substantial final essay, report, or other final product.

**Tutorial** – A course (lecture, seminar, or lab) that is taught with a limited number of students (generally less than 10), rather than in the normal setting. The course is taught as it would normally be taught, but with fewer students in the course. This format generally involves reduced compensation for the faculty member teaching that section.

Instructional Methods

|  |  |
| --- | --- |
| **Code** | Name |
| **F2F** | **Face-to-Face** |
| **ONLAS** | **Online (asynchronous meeting)** |
| **ONLSY** | **Online (synchronous meeting)** |
| **EXPOC** | **Experiential (off campus)** |
| **EXPCC** | **Experiential (Canisius)** |
| **HYB** | **Hybrid** (approx. 50% online) |

Schedule Types

|  |  |
| --- | --- |
| **Code** | Name |
|  |  |
| **FEX** | **Field Experience** |
| **HYB** | **Hybrid** |
| **IST** | **Independent Study** |
| **INT** | **Internship** |
| **JPH** | **Joint Program Place Holder** |
| **LA1** | **Lab** |
| **LAB** | **Lab - extended** |
| **LEC** | **Lecture** |
| **ONL** | **Online** |
| **PER** | **Performance Course** |
| **PRA** | **Practicum** |
| **PLA** | **Prior Learning Assessment** |
| **CAP** | **Program Capstone** |
| **REQ** | **Program requirement** |
| **RES** | **Research Project** |
| **SEM** | **Seminar** |
| **ABR** | **Study Abroad** |
| **THE** | **Thesis** |
| **TUT** | **Tutorial** |