

3357: 13-14-082 Instructional Support for Course Delivery Methods and Section Coding

North Central State College offers a variety of course delivery formats (in-person, online, virtual) and class terms (full semester, 8-week, flex). This procedure is to provide definition and expectations for delivery formats and the coding used for section numbering.

Instructional Support Definitions

(A) Terms

- (1) Full Semester: class length covers the entire semester (16 weeks).
- (2) Session A: class length is for 8-weeks and occurs during the first half of the semester.
- (3) Session B: class length is for 8-weeks and occurs during the second half of the semester.
- (4) Flex: class is scheduled for a length other than 8-weeks or 16-weeks with the start and end dates falling on dates other than the official semester dates.

(B) Instructional methods

- (1) Lecture: Formalized instruction, conducted on campus, off campus or virtually, in which faculty facilitate an educational experience with students by applying any combination of instructional methods (i.e. lecture, directed discussion, demonstration, presentation of audio-visual materials/techniques).
- (2) Lab: Educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member. Lab classes provide students with first-hand experience with course concepts and with the opportunity to explore methods used within their chosen discipline.
- (3) Cooperative Work Experience: A cooperative education experience 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:
 - (a) Alternates or combines periods of academic study and work experience in appropriate fields as an integral part of student education;
 - (b) Provides students with compensation from the cooperative employer in the form of wages or salaries for work performed;
 - (c) 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;

- (d) Provides participating students with academic credit from the institution of higher education upon successful completion of their cooperative education;
- (e) Is part of an overall degree or certificate program for which a percentage of the total program acceptable to the chancellor of the Ohio Department of Higher Education involves cooperative education.

The work experience is coordinated by a faculty member who visits the job site for a conference with the student and the supervisor at least once per semester. Students must complete 150 hours of work experience for each hour of credit. This class is Pass/No Pass (P/NP).

- (4) Seminar: 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. For some programs, seminars may be taken concurrently with cooperative work experience, directed practice or practicum courses.
- (5) Clinical Laboratory: A specialized laboratory experience which 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 faculty member (full time or adjunct). Students are required to complete a specific number of physical hours at the clinical site. For each one (1) hour of credit, required clinical hours are calculated at a rate of seven (3) physical hours per week for a full semester (15 weeks).
 - (a) Sample calculations:
 - For 1 credit hour = 3 hours * 15 weeks == 45 physical hours
 - For 3 credit hours = (3 hours * 3 credits) * 15 weeks == 135 physical hours
- (6) Practicum: A 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. Students are required to complete a specific number of physical hours at the practicum site. For each one (1) hour of credit, required site hours are calculated at a rate of seven (7) physical hours per week for a full semester (15 weeks).
 - (a) Sample calculations:
 - For 1 credit hour = 7 hours * 15 weeks == 105 physical hours

- For 3 credit hours = (7 hours * 3 credits) * 15 weeks == 315 physical hours
- (7) Directed Practice: A work experience in which the student is assigned to practice experiences under constant supervision at an external agency. Students receive individual instruction and critique in the performance of a particular function. The directed practice is coordinated by faculty who conduct at least one lecture session each week for participating students, visits students at work site (in person or virtually) at least once a week and provides the final grade. Students are required to complete a specific number of physical hours at the external agency work site. For each one (1) hour of credit, required site hours are calculated at a rate of seven (5) physical hours per week for a full semester (15 weeks).
- (a) Sample calculations:
- For 1 credit hour = 5 hours * 15 weeks == 75 physical hours
 - For 3 credit hours = (5 hours * 3 credits) * 15 weeks == 225 physical hours

(C) Modalities

- (1) Synchronous: Synchronous learning is facilitated by having students and faculty to interact and collaborate together at the same time each week (i.e. Mondays, 9:00 am – 10:20 am; Tuesdays & Thursdays, 2:00 pm – 3:50 pm). Synchronous learning can take place in a physical location (campus classroom) or virtually.
- (2) Asynchronous: Asynchronous learning permits students to interact and collaborate with course materials at a time of their choosing. Asynchronous learning does not require students and faculty to be online and interacting at the same time nor conform to any specific timeframe.

(D) Course Delivery and Location

- (1) In-Person: All instruction is provided in a traditional, face-to-face setting in a physical classroom on campus at a set time. Students are expected to utilize technology (i.e. computers, learning management system, Internet) as appropriate in order to complete the course. Faculty will have established due dates for all required activities and assignments.
- (2) In-Person and Online: The class is delivered with a combination of traditional (face-to-face) and online instruction. The In-Person instruction will be conducted in a physical classroom on campus at a set time. The online instruction/activities can be completed at any time or location of the student's choosing. Faculty will have established due dates for all required activities and assignments. Students taking an In-Person and Online class must be in physical attendance for the In-Person meetings and complete the Online learning activities by the established due dates in order to complete the course.

- (3) Online – No Scheduled Mtgs: All instruction is provided 100% online. There are no scheduled weekly meetings. Students will have the option to schedule time to meet with faculty for assistance. Note: Routine scheduled meetings *may* be offered by faculty for office hours, study sessions, tutoring and other academic support; however, students are not required to participate. Similarly, as with all classes, Faculty will have established due dates for all required activities and assignments.
- (4) Online – With Virtual Mtg Times: The class is delivered virtually with a combination of In-Person and online instruction. The “virtual” In-Person instruction will be conducted on a virtual platform at a set time. The online instruction/activities can be completed at any time or location of the student’s choosing. Similarly, as with all classes, Faculty will have established due dates for all required activities and assignments. Students enrolled in Online – With Virtual Mtg Times sections must be in virtual attendance at the designated time and complete the online learning activities by the established due dates in order to complete the course.
- (5) Independent / directed study: Instruction is provided based on a written plan of study negotiated between the faculty and the student and approved by the Divisional Dean. For information regarding the eligibility for and execution of independent/direct study, refer to college policy, 13-04 Independent Study and its applicable procedure documents (13-04a, Independent Study form; 13-04b, Independent Study Plan of Study form).

(E) Section Numbers for Scheduling

The following table identifies the numbering scheme will be used to identify sections.

Number	Description	Caveats / Notes
01-29	Fall & Spring daytime classes	Special designator for College Now = CN (i.e. CN01, CN02)
30-39	Fall & Spring evening classes	Special designator for College Now = CN (i.e. CN30, CN31)
40	Directed/Independent Study	
50-59	Summer daytime classes	
60-69	Summer evening classes	
70-79	Weekend classes (Friday evening, Saturday or Sunday classes.	
800-899	College Credit Plus (CCP)	Taught at the High Schools
900-909	In Person and Online (requires on-campus attendance)	
910-919	Online – With Virtual Mtg Times (requires virtual attendance)	
920-929	Online – No Scheduled Mtgs (does not require physical or remote attendance)	

Effective: October 25, 2022

Expires: October 1, 2027

Review Dates: 10/1/97, 9/14/15, 10/8/16, 10/25/22