

# Course Schedule (Instructional) Types

- Definitions to be added to the catalog
- New options available
- Need for identifying research-based courses
- Moving forward

## Definitions

The designated schedule type of a course defines how that course is taught for the majority (>50%) of the associated contact hours.

The Registrar's Office frequently receives queries regarding choosing the most appropriate schedule type. Currently, no definitions for each schedule type option exist within any official university documentation. As such, the attached definitions will be added to the **17-18 University Catalog** and will be retained in each future edition.

## New Options

SCHEV has defined schedule type options additional to Mason's current offerings. These include:

- ACT: Activity-Based Course
- FLW: Fieldwork
- STC: Student Teaching
- RSC: Research
- THS: Thesis (798 and 799 only)
- DIS: Dissertation (998 and 999 only)

The Registrar's Office has updated the following:

- all courses numbered 798 and 799 to THS
- all courses numbered 998 and 999 to DIS

These additional schedule types are now available in Banner and may be assigned to new courses and existing courses alike at each department's discretion (see below). An updated Course Approval Form (CAF) is available at <http://registrar.gmu.edu/facultystaff/catalog-revisions/course/>

## Research-Based Courses

SCHEV has identified the need for all research courses to be labeled as such. The **RSC** schedule type should be assigned to any course meeting the following criteria: *Individualized research, creative, or scholarly projects that are not for graduate thesis or dissertation.*

Many courses currently coded as IND may be better suited to the RSC schedule type.

- *Graduate*: academic units should review their course inventory and identify any courses which should be modified to the new RSC schedule type (see below).
- *Undergraduate*: OSCAR is working directly with academic units to identify appropriate courses to be modified to the RSC schedule type.

IRR requests that these changes be made effective **Summer 2017**.

## Moving Forward

Academic units must communicate any schedule type modifications directly to the Registrar's Office.

- The Registrar's Office will **not** modify any university course (excepting THS and DIS) without that department's prior approval.
- Email [catalog@gmu.edu](mailto:catalog@gmu.edu) to obtain a list of courses and their associated schedule types for review. Please specify college/school and/or department.
- Modifications may be emailed directly to [catalog@gmu.edu](mailto:catalog@gmu.edu)
  - Large batches of course changes (schedule type requests only) may be emailed via a spreadsheet attachment, accompanied by a memo signed by the unit's Associate Dean.

### Note:

A course may only be associated with one schedule type code, unless that course will be offered with linked sections, including:

- LEC + LAB
- LEC + RCT
- LEC + LAB + RCT

## Deadlines

Modifications for the following must be received by **January 2017**:

- Requests to update courses to **RSC** effective Summer 2017.
- All other schedule type changes which require 17-18 catalog inclusion.

## Questions?

Email [catalog@gmu.edu](mailto:catalog@gmu.edu) or contact Priyanka Champaneri, Assistant Registrar for Curriculum Management, at x6361.

	Schedule Type Code	Long Title	Description
Currently offered	LEC	Lecture	Refers to the first or primary organization of class instruction. Instructors mainly present material by talking to the class about the subject matter.
	SEM	Seminar	Course material is primarily delivered via small group discussion led by a faculty member.
	LAB	Laboratory	Instructional activities in settings providing specialized facilities or equipment for students to master the subject matter either by performing experiments or practicing the skills being learned. The instructor generally supervises, assists, answers questions, etc., rather than making presentations.
	RCT	Recitation	Refers to a secondary organization of class instruction, typically smaller groups reviewing or discussing material previously presented in a lecture section.
	STU	Studio	Refers to situations where the student is engaged in the practice and use of techniques for productions in the areas of visual and performing arts. This instruction is used to further advance student's skills in the course-specific field. The instructor role varies from direct assistance to simple availability for questions and supervision.
	IND	Independent Study	Refers to those situations where students work primarily on their own initiative on a project through reading and writing. Contact with an instructor may be one-on-one or in small groups and is generally only on a few arranged occasions throughout the semester to receive assignments, have progress checked, etc. Examples include: directed reading, problems and special projects. Note: Individualized research, creative, or scholarly projects should be identified as RSC.
	INT	Internship	Refers to those situations where the student applies previously-acquired knowledge and skills in a supervised situation which approximates the conditions under which those knowledge/skills will ultimately be used, usually off campus. Examples: practicums, on-the-job training, work experience programs, cooperative education programs, apprenticeships, externships, preceptorships, etc. Excludes Student Teaching PreK-12.
	PMI	Private Music Instruction	Student receives 1-on-1 instruction from faculty member for a specific musical instrument.
Additional options now available	STC	Student Teaching	Practicum placement in schools PreK-12.
	THS	Thesis	Student is enrolled in a course working toward a master's thesis supervised by a faculty member. Course must be numbered 798 or 799.
	ACT	Activity-Based Course	Students receive instruction in a physical-discipline and then practice that discipline under instructor supervision. May include sports or drill formation exercises.
	DIS	Dissertation	Student is enrolled in a course working toward a doctoral dissertation supervised by a faculty member. Course must be numbered 998 or 999.
	RSC	Research	Individualized research, creative, or scholarly projects that are not for graduate thesis or dissertation.
	FLW	Fieldwork	Coursework primarily consists of specialized fieldwork experiences, which may include professional licensure (in social work, nursing, legal, counseling, business), volunteering, service learning, science fieldwork, etc.