COURSE INSTRUCTION DEFINITIONS

PURPOSE: To communicate standardized definitions to Central Texas College (CTC) faculty and staff.

Central Texas College offers the following types of instruction:

I. LECTURE: A lecture is a presentation intended to teach students about a particular subject. Lectures are used to convey critical information, history, background, theories and equations.

II. LABORATORY: Time used by college personnel to provide direct supervision of skill development, application, and practice of knowledge. An academic period set aside for laboratory work.

III. EXTERNAL LEARNING EXPERIENCES: An external learning experience is a competency-based learning experience, paid or unpaid, that enhances lecture and laboratory instruction and is provided at work sites appropriate to the discipline. The external learning experience allows the student to have practical, hands-on training and to apply learned concepts and theories in a workplace setting.
   
a. CLINICAL: Clinical experiences provide workplace settings where students learn and apply program theory and management of the work flow. Clinical experiences must take place in a health care setting and students must not be paid for the learning experiences. Clinical practice is supervised by qualified faculty members employed by the educational institution sponsoring the program or by preceptors employed by the clinical site. Clinical experiences are defined as closely supervised experiences with instruction in theory provided concurrently.

b. INTERNESHIP: Internship experiences provide workplace settings where students learn and apply program theory and management of the work flow. Internship experiences take place in any setting outside of health care and students may or may not be paid for the learning experiences. Internship experiences are defined as closely supervised experiences with instruction in theory provided concurrently.

c. PRACTICA: Practica experiences provide workplace settings where students gain practical experience in a discipline, enhance skills, and integrate knowledge. Practica courses are less closely supervised, apply previously learned theory, and are suitable for the student who can work more independently or who is almost ready for career entry.

d. CO-OPERATIVE: Co-operative education provides workplace settings where students gain practical experience in a discipline, enhance skills, and integrate knowledge. Co-operative education courses are less closely
supervised, apply previously learned theory, and are suitable for the student who can work more independently and is working in the discipline. Students receive both lecture instruction and practical experience at a worksite.

e. **APPRENTICESHIPS:** A program, registered with the U.S. Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act (29 U.S.C. 50) that is conducted or sponsored by an employer, a group of employers, or a joint apprenticeship committee representing both employers and a union, and that contains all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices. These programs must be certified by the Bureau of Apprenticeship and Training (BAT) of the U.S. Department of Labor.
DELIVERY METHODS DEFINITIONS

Central Texas College (CTC) offers a variety of course delivery methods. There are standard criteria for CTC courses and apply to all delivery methods unless otherwise noted. Regardless of the delivery method courses at CTC will:

- Be of comparable quality and rigor.
- Require the same instructional materials.
- Include the same learning outcomes.
- Have a schedule of examinations and assignment due dates (except for self-paced courses).
- Have a specified start and end date.
- Use the CTC’s approved Learning Management System

CTC Delivery Methods include:

FACE-TO-FACE: This delivery method requires that at least 85% of student interaction with the instructor is accomplished in the classroom in a face-to-face manner.

ELECTRONIC: This delivery method refers to distance instruction delivered primarily by telecommunication technology.

ONLINE: The online delivery method is completed through the college’s approved Learning Management System. Proctored exams may be administered at testing centers or by an approved test proctor. Online students will have frequent contact with the instructor and with other students via email, a discussion board, messages, and chat rooms. A minimum of 85% of the instruction time must be conducted online using the college's approved Learning Management system.

Expectations of the student:
- Constant access to a computer with minimum technical requirements.
- Consistent and reliable Internet connection.
- A valid, functional email address.
- Basic computer skills.
- The ability to download any required applications or plug-ins.
- The time to devote to coursework.
- Self-discipline

BLENDED: The BLENDED course delivery method utilizes technology not established in the face-to-face delivery method to enhance the learning environment. A course is considered BLENDED when a majority (more than 50% but less than 85%) of the planned instruction occurs when the students and the
instructor are not in the same place. The remainder of the instruction is conducted face-to-face.

Expectations of the student:
- Access to a computer with minimum technical requirements.
- Consistent and reliable Internet connection.
- Valid and functional email address.
- Ability to download any required applications or plug-ins.
- Basic computer skills.
- Time and self-discipline to devote to coursework.

COMPACT DISK (CD): The CD delivery method requires no Internet connection to complete course work. The entire course (syllabus, learning outcomes and learning activities) is on the compact disk. Proctored exams may be administered at testing centers or by an approved test proctor.

Compact Disk delivery method includes:
- Require the same instructional materials as traditional lecture courses, although additional materials may be required to enhance interactivity.
- Are self paced and include recommended schedule of examinations and assignment due dates.
- Valid and functional email address.

Expectations of the student:
- Consistent access to a computer with minimum technical requirements.
- Frequent interaction with instructor or ESO/learning coordinator to document progress within course.
- Basic computer skills.
- Ability to install any required applications or plug-ins.
- Time and self-discipline to devote to coursework.

SELF-PACED: The Self-Paced delivery method allows students to: access the course; complete and submit assignments; and, take tests at the students’ own pace rather than according to a fixed schedule. Self-paced courses can be are paired with another type of delivery method i.e., an online delivered course may also be offered in the self paced format.

Self-Paced delivery method includes:
- A specific start and stop date.
- Have no more than one proctored exam.
- No specific due dates for course work other than end date.
- Consistent and frequent faculty-student engagement.

Expectations of the student:
- Access to a computer with minimum technical requirements.
- Basic computer skills.
• Ability to install any required applications or plug-ins.
• Be self-disciplined about studying and taking tests, there is no course schedule.
• Contact instructor during the first week of the class, regardless of actual start date.
• Complete all course work by the end of the class.
• Take all examinations in sequence.
• Time and self-discipline to devote to coursework.

VIDEOCONFERENCE (interactive video): This videoconference delivery method is completed via fiber-optic or twisted copper cable to designated classroom locations where students can participate in a variety of different instructional disciplines. Instructional delivery is identical to face-to-face classes with lab monitors operating equipment and logistics at receiving sites. Interactive Video students have immediate feedback from faculty as in a face-to-face classroom.
### Delivery Methods Table

<table>
<thead>
<tr>
<th>Delivery Method</th>
<th>Colleague Code</th>
<th>GoArmyEd Portal Code</th>
</tr>
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<tbody>
<tr>
<td>F2F Lecture</td>
<td>LEC</td>
<td>Classroom Off/On Post</td>
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<td>F2F Lab</td>
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</tr>
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</tr>
<tr>
<td>F2F Internship</td>
<td>INT</td>
<td>Classroom Off/On Post</td>
</tr>
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<td>F2F Practica</td>
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<td>Classroom Off/On Post</td>
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<td>F2F Cooperative</td>
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<tr>
<td>OL Lab</td>
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<td>DL – Self Paced</td>
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<td>SP OL Practica</td>
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<td>DL – Self Paced</td>
</tr>
</tbody>
</table>

F2F – Face to Face (classroom)
OL – Online
CD – Compact Disk
SP – Self-paced