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EAST TENNESSEE STATE  
UNIVERSITY

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## **Course Types and Delivery Methods Policy**

# **Policy Name: Course Types and Delivery Methods**

## **Policy Purpose**

This policy specifies course definitions and delivery methods for the variety of academic course types at East Tennessee State University.

## **Applicability**

This policy is applicable to faculty and students who teach and take courses, respectively, at East Tennessee State University.

## **Responsible Official, Office, and Interpretation**

The Office of the Provost and Senior Vice President for Academic Affairs is responsible for the review and revision of this policy. For questions about this policy, please contact Office of the Provost and Senior Vice President for Academic Affairs. The Provost and Senior Vice President for Academic Affairs in consultation with the Office of University Counsel has the final authority to interpret this policy.

## **Defined Terms**

***A defined term has a specific meaning within the context of this policy.***

### Academic Course

A structured unit of teaching focusing on a specific subject or set of skills that typically lasts one academic term, is led by one or more instructors, and has a fixed roster of students.

### Academic Course Delivery Method

The way in which an instructor conveys educational content to students, including how an instructor utilizes technological enhancements to do so.

### SSASECT Codes

Banner form used to create and maintain course sections and schedules. SSASECT codes include the Instructional Method, that is, the Course Delivery Method.

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## Policy

### 1. List of Course Types.

- 1.1. Education Abroad: Course that offers experiential learning, internships, service learning, and other learning activities that occur outside the United States or its territories.
- 1.2. Education Away: Course that offers experiential learning, internships, service learning, and other learning activities that occur within the United States or its territories but not on the main campus or the off-campus sites of East Tennessee State University.
- 1.3. Field Experience: Course that provides students the opportunity to apply, in a practice setting, the essential competencies and skills acquired through both core and concentration courses.
- 1.4. Graduate Reading/Research: Course that foregrounds research in the frontiers of knowledge in a field of study. It is grounded in the current research literature, theoretical frameworks, analysis of evidence, and methodologies appropriate to that discipline, asking students to engage in synthesis of knowledge and analytical work.
- 1.5. Honors: Course that offers a learning experience distinguished from traditional course work by qualitatively different and higher academic expectations impacting both the faculty member(s) and the students in terms of structure, content, and assessment.
- 1.6. Independent Study: Course designed for individual students who wish to pursue topics not covered elsewhere in the curriculum. Students work independently under the supervision of a faculty member who creates the course of study in consultation with the department chair.
- 1.7. Internship: Course that provides academic credit for an approved internship, understood as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional workplace setting.
- 1.8. Laboratory: Course that provides students with first-hand experience with course concepts and with the opportunity to explore methods used by scientists and experts in their discipline. Though most often associated with the sciences and engineering, laboratory classes can be used by any instructor who wishes to create an environment where students are physically engaged with concepts in the field through active experimentation or exploration.

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- 1.9. Learning Support: Courses that offer academic support to students whose college entrance test scores indicate an academic need in the areas of reading, writing, and mathematics.
  - 1.10. Performance: Courses that provide supervised creative and/or artistic endeavors, incorporating practical experiences and possibly individualized instruction. For programs accredited by arts organizations, these courses align with the standards of arts professional organizations.
  - 1.11. Simulation: Courses that provide students with immersive, experiential learning opportunities that replicate real-world clinical, professional, or operational environments. These courses typically create an immersive environment through techniques such as high-fidelity manikins, virtual reality platforms, standardized patients, or computer-based simulations to enhance critical thinking, clinical judgment, and decision-making skills.
  - 1.12. Special Topics: Course that covers topics or disciplinary areas not covered elsewhere in the curriculum. Provides the opportunity to study special problems and new developments.
  - 1.13. Student Teaching: Course designed to fulfill clinical practice requirements for licensure, inclusive of opportunities to demonstrate the ability to positively impact student learning and to apply content and pedagogical knowledge in settings reflective of the grade span and specialty area in which the candidate is being prepared.
2. Course Delivery Methods:
    - 2.1. In-Person: In-person courses meet in an on-campus learning space (classroom, lab, studio, etc.) at scheduled times for the duration of the course in accordance with the ETSU schedule of classes.
    - 2.2. Online Synchronous: Online Synchronous courses meet at assigned times according to the ETSU schedule of classes and online assignment schedule determined by the instructor. Instruction occurs within the ETSU learning management system or an approved third-party service, and distinct from in-person, on-campus course sections.

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- 2.3. Online Asynchronous: Online Asynchronous courses do not have required class meetings. Instruction occurs on the web within the ETSU learning management system or an approved third-party service, distinct from synchronous or on-campus course sections.
  - 2.4. Hybrid: Hybrid courses combine in-person and online (synchronous or asynchronous) course delivery into one integrated experience. Courses have 50% or more in-person instructional and/or testing components as well as scheduled online meetings, asynchronous work, or other self-directed activities. The mix of delivery methods depends on an instructor's teaching strategies and course learning objectives.
  - 2.5. Remote: Remote courses meet during scheduled class times according to the ETSU schedule of classes. Remote courses are a live broadcast extension of an in-person course from an on-campus learning space (classroom, lab, etc.).
3. SSASECT Codes.
- 3.1. Conventional Method (CON): This code should be used for course sections taught using the traditional method. It includes sections generally considered group instruction, such as lecture, discussion group, and/or other traditional instructional mediums. Physical education activities, science laboratory, and remedial sections should be included in this category.
  - 3.2. Internet/Online (WEB): This code should be used for web-based courses the institution delivers.
  - 3.3. Video Broadcast (TWY): This code should be used for any course sections where the instruction and/or material are broadcast to another site. This would include one-way video and audio, one-way video and two-way audio, two-way video and two-way audio, and public broadcast.
  - 3.4. Practicum (PRA): This code should be used for courses that include internships, cooperative experiences, field experiences, intern teaching, or student teaching courses.
  - 3.5. Thesis (THS): This instructional code should be assigned to both master's and specialist thesis courses.
  - 3.6. Dissertation (DIS): This instructional code should be assigned to specific courses designated for dissertation work.

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- 3.7. Independent Study (IND): This instructional code should be assigned to courses designated as independent study or for which students are enrolled on an independent study basis.
- 3.8. Clinical (CLN): This code should be assigned to course sections meeting at a clinical site such as a hospital. It should not be used for Labs.

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## **Procedures**

N/A

## **Applicable Forms and Websites**

N/A

## **Authority and Revisions**

**Authority:** TCA § 49-8-203, et seq.

**Previous Policy:** N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.